PROOF OF EMPLOYMENT AND INCOME

The **Work Number™** is an automated service used to provide instant employment and income verification. Banks, lenders, etc. will now contact **The Work Number™** to obtain this information instead of contacting the University’s Human Resources Department.

Provide the person verifying proof of employment and income the following:

- **Your Social Security Number**
- **University of Missouri Employer Code:**
  - 13577
  - 13578 (retirees)
- **The Work Number™ Access Options:**
  - [www.theworknumber.com/employees](http://www.theworknumber.com/employees)
  - 1.800.367.5690
- **Salary Key** (for income information only)

CREATING A SALARY KEY

A salary key grants one-time access to your income data.

1. Access **The Work Number™**
   
   a. [www.theworknumber.com/employees](http://www.theworknumber.com/employees)
   
   b. 1.800.367.2884 (customer service)

From the website:

2. Enter the **Employer Name** or **Code**.

3. Click **Go**.

4. Click **Login**

5. Select: **I want to provide proof of employment and income**.

6. Enter your **Social Security Number**.

7. Enter your default PIN (last four digits of your SSN and birth year, e.g., 99991970).

8. Click **Continue** to reset your default PIN.

9. After resetting your pin, the **Main Menu** will display. Under **Verifications**, select **Prove Your Income With a Salary Key**.

10. Click **Create a Salary Key**.

11. Your newly created salary key will be displayed. Record this number so that you can provide it to the person verifying your information.