

Buying a house or a car? ... Applying for a loan? ... Leasing an apartment?

You'll need proof of employment or income...



For Fast, Secure, Anytime-Anywhere Proof of Employment or Income via the Web or phone we bring you ... The Work Number®.

The Work Number service is used when you apply for a loan, need a reference check, lease an apartment or any other instance where proof of employment or income is needed. You benefit from having control of the process – by authorizing others access to your information.

How it works...

Need proof of **employment**?

Follow these easy steps:

- 1) Print this page, or click [here](#) for the PDF version, and follow the steps below to obtain proof of employment.
- 2) Write down your Social Security Number in the boxes below.
- 3) Give the information in Box 1 to the person requesting your proof of employment.

Box 1 – Provide this information to the person requesting proof of your employment.

To obtain proof of **employment** on an employee from Follett:

- 1) Access The Work Number either via:
 - www.theworknumber.com/verifier or
 - Call 1-800-367-5690 or
- 2) Enter:
 - Follett Employer Code: 11150
 - The employee's Social Security Number:

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Client Service Center: 1-800-996-7566 (Voice), 1-800-424-0253 (TTY – Deaf)
Monday-Friday, 7 a.m. - 8 p.m. (CST)

*Note: The employee will need to provide you with a Salary Key in order for you to also verify their income.

Need proof of **employment**
plus **income**?

Follow These Easy Steps:

- 1) Print this page, or click [here](#) for the PDF version, and follow the steps below to obtain proof of employment plus income.
- 2) Write down your Social Security Number in the boxes below
- 3) Go to The Work Number either:
 - www.theworknumber.com/employee
 - Call 1-800-367-2884
- 4) Enter the following information:
 - a) Follett Employer Code: 11150
 - b) Your Social Security Number: - -
 - c) Your PIN (MMDDYY of Birth Date):
- 5) Select to obtain a Salary Key and write down the Salary Key provided to you by The Work Number
- 6) Print Box 2 and give it to the person requesting proof of your employment plus Income

Box 2 – Provide this information to the person requesting proof of your employment plus income.

To obtain proof of **employment** plus **income** on an employee from Follett:

- 1) Access The Work Number either via:
 - www.theworknumber.com/verifier or
 - Call 1-800-367-5690 or
- 2) Enter:
 - Follett Employer Code: 11150
 - The employee's Social Security Number: - -
- 3) Enter in the Salary Key provided to you by the employee:

Client Service Center

1-800-996-7566 (Voice)

1-800-424-0253 (TTY-Deaf)

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