





*Refinancing your mortgage? Renting an apartment? Buying a car?*

**The Pennsylvania State System of Higher Education uses The Work Number® to provide automated employment and income verifications on our employees.** The Work Number is a fast and secure way to provide proof of your employment or income—a necessary step in many of today's life events involving credit, financing, or securing of benefits or services.

**The below card can be cut out and kept in your wallet for quick reference.** If asked by a lender or public assistance agency to provide proof of your employment or income, simply direct them to The Work Number:



*Cut out and fold*

<b>Need Proof of Employment or Income?</b>	
Give the authorized verifier the following information:	
1) The Work Number Access Methods.	
• <a href="http://www.theworknumber.com">www.theworknumber.com</a>	
• <b>1.800.367.5690</b> (1.800.424.0253 for TTY if hearing impaired)	
2) The PASSHE Employer Code: 15972	
3) Your Social Security Number	
<b>If Asked to Provide a Salary Key</b>	
If asked to provide a salary key as your consent to the release income:	
1) Visit <a href="http://www.theworknumber.com/employees">www.theworknumber.com/employees</a> or call <b>1.800.367.2884</b> (1.800.424.0253 for TTY if hearing impaired)	
• Enter the PASSHE Employer Code: 15972	
• Enter your Social Security Number	
• Enter your PIN # (Last four digits of your SSN plus your year of birth)	
2) Follow the instructions to create a salary key.	
3) Provide the salary key to the person seeking your proof of income, and direct them to <a href="http://www.theworknumber.com">www.theworknumber.com</a> to complete the verification process.	