Buying a home 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, 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) Fill in your Social Security number in Box 1 below.
   2) 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 Purdue University:

1) Access The Work Number via the Web or telephone:
   • [http://www.theworknumber.com](http://www.theworknumber.com)
   • 1-800-367-5690

2) Enter:
   • Purdue University’s Employer Code: 14300
   • The Employee’s Social Security Number: FFFF - F - FFFFF

NOTE: Social Security numbers should not be sent via email.

The Work Number Client Service Center:
1-800-996-7566 (Voice)
1-800-424-0253 (TTY - Deaf)
Monday - Friday, 7:00 a.m. - 8:00 p.m. (CST)
Need proof of employment plus income?

Follow these easy steps:

1) Fill in your Social Security number in Box 2 below.

2) Choose your employment status below for The Work Number (TWN) log-in directions:
   - Current employee
   - Employees separated between 01/01/2000 and 12/31/2006
   (Employees separated prior to 01/01/2000: Employment and/or income verifications are no longer available.)

3) Select the “Create a Salary Key” option and write down the salary key provided to you by The Work Number. (insert demo link) (Enter your salary key below in Box 2.)

4) Provide the information in Box 2 to the person requesting proof of your employment plus income.

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**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 Purdue University:

1) Access The Work Number via the Web or telephone:
   - [http://www.theworknumber.com](http://www.theworknumber.com)
   - 1-800-367-5690
2) Enter:
   - Purdue University’s Employer Code: 14300
   - The Employee’s Social Security Number: □□□□ - □□ - □□□□□□
   - Enter the salary key provided to you by the employee: □□□□□□

**NOTE:** Social Security numbers should not be sent via email.

**The Work Number Client Service Center**
1-800-996-7566 (Voice)
1-800-424-0253 (TTY - Deaf)
Monday - Friday, 7:00 a.m. - 8:00 p.m. (CST)
Applying to a social service agency?

Follow these easy steps:
1) Fill in your Social Security number in Box 3 below.
2) Supply the information in Box 3 to the case worker.

Box 3 – Instructions for Social Service Agencies

**Case worker:**
1) Register with The Work Number via the Web or telephone:
   All agencies must register to use the service. Registration takes about 48 hours to complete. If you are already registered and need additional help, please call The Work Number Client Service Center at 1-800-996-7566.
   - [www.theworknumber.com](http://www.theworknumber.com)
   - 1-800-996-7566

2) Obtain an employment and income verification.
   - The Work Number Access Options for Social Service Agencies:
     a) [www.theworknumber.com](http://www.theworknumber.com)
     b) 1-800-660-3399
   - Enter your registered fax number.
   - Enter the following information when instructed:
     a) **Purdue University’s Employer Code:** 14300
     b) Employee’s Social Security Number: FFF - FF - FFFFF

3) Select the kind of verification you need. You can verify **employment** or **employment plus income**.

**NOTE:** Social Security numbers should not be sent via email.