

## Need Proof of Employment?

Give the person needing proof of your employment the following information:

- Your Social Security Number: --
- **M-DCPS** Employer Code: **10299**
- The Work Number Access Options:
  - Option a) [www.theworknumber.com](http://www.theworknumber.com)
  - Option b) **1-800-367-5690**

## Need Proof of Employment Plus Income?

### Step 1:

Access The Work Number to create a "Salary Key" that grants one-time access to your income data:

- The Work Number Access Options for Employees:
  - Option a) [www.theworknumber.com](http://www.theworknumber.com)
  - Option b) **1-800-367-2884**

### Step 2:

Select the "Create a Salary Key" option and prepare to write down the six-digit number

### Step 3:

You will need to enter the following information to obtain a Salary Key:

- **M-DCPS** - Employer Code: **10299**
- Your Social Security Number: --
- Your PIN: **(last four digits of your employee number)**.

### Step 4:

Provide the person needing proof of your employment plus income with all of the following information:

- Your Social Security Number: --
- **M-DCPS** - Employer Code: **10299**
- Your Salary Key (from Step 3):
- The Work Number Access Options for Verifiers:
  - Option a) [www.theworknumber.com](http://www.theworknumber.com)
  - Option b) **1-800-367-5690**

## The Work Number Client Service Center

**1-800-996-7566**  
**1-800-424-0253** (TTY – For the Hearing Impaired)  
Monday – Friday; 7:00AM – 8:00PM (CST)

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## Applying to a Social Service Agency?

Provide this information to your case worker.

### Attention Case Worker

Please take the following steps:

### Step 1:

Register with The Work Number:

All agencies must register to use the service. It takes about 5 minutes to complete the application. If you are already registered and need help, please call the Client Service Center at 1-800-996-7566.

- Option a) [www.theworknumber.com](http://www.theworknumber.com)
- Option b) **1-800-996-7566**

### Step 2:

Obtain an employment and income verification:

- The Work Number access options for Social Service agencies:
  - Option a) [www.theworknumber.com](http://www.theworknumber.com)
  - Option b) **1-800-660-3399**
- Enter your registered fax number
- Enter the following information when instructed:
  - a) **M-DCPS** - Employer Code: **10299**
  - b) Employee's Social Security Number: --
- Select the kind of verification you need. You can verify *employment* or *employment plus income*.

# The Work Number is the **No. 1** Employment Verification Service



**THE WORK NUMBER**  
The No. 1 Employment Verification Service | HOME | PRIVACY POLICY | TERMS & CONDITIONS

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**The Work Number is America's leader in automated employment and income verifications.**

**We've been selected by more than 1,000 employers.** That means we help people get the information they need when someone's buying a home, applying for a job or seeking financial aid.

**Now 80 million records available.**

**New Employers:** Citizens Bank

**Growing Strong!** Now 80 million records available.

**verifiers**  
For finance, mortgage, pre-employment & property management & property companies needing to verify someone's employment and income. [ENTER](#)

**social services**  
For eligibility programs, public housing, child support enforcement and other public assistance needs. [ENTER](#)

**employees**  
For employees wanting to give someone access to their income information (generate a Salary Key) or to use W-2 Services. [ENTER](#)

**employers**  
For employers who want a best practice solution for automating employment and income verifications and W-2 processes. [ENTER](#)

Visit [www.theworknumber.com](http://www.theworknumber.com) for more information.