

**Organizations of Catholic HealthCare East who receive requests for verification:**

Fax, calls or written requests: Refer them to [www.theworknumber.com](http://www.theworknumber.com) or 1-800-367-5690

**Employees:**

- To permit a verifier to access **only** your employment information, provide your Social Security number and employer code: 14229
- To provide your salary information to a verifying organization, another level of security is required. Either visit [www.theworknumber.com](http://www.theworknumber.com) or call 1-800-367-2884 to provide authorization or a "Salary Key". This Key is required to access your salary information. Remember, you alone give permission for a verifier to access your salary information.
- You will need to enter your Social Security Number and the PIN which is the last four of your SSN & YYYY of Birth
- If you have difficulty or questions, please call The Work Number Call Center at 1-800-996-7566

**Verifying Organizations:****To obtain proof of employment only**

- Contact The Work Number by using one of the above options
  - Option 1:** [www.theworknumber.com](http://www.theworknumber.com)
  - Option 2:** 1-800-367-5690
- Follow the prompted instructions with the following information:
  - Employer code: 14229
  - The employee's Social Security Number (provided by the employee)

**To obtain proof of employment plus income**

Use the instructions for obtaining proof of employment and obtain the below

- A "Salary Key" – also called Employee authorization
  - Employees may provide authorization by visiting [www.theworknumber.com](http://www.theworknumber.com) or by calling 1-800-367-2884

**Social Service Agencies:****To request a Social Service response:**

- Contact The Work Number by using one of the above options
  - Option 1:** [www.theworknumber.com](http://www.theworknumber.com)
  - Option 2:** 1-800-660-3399
- Follow the prompted instructions with the following information:
  - Employer code: 14229
  - The employee's Social Security Number (provided by the employee)
- Typical social services verifications include TANF, Food Stamps, Public Housing, Medicaid, Child Support, Welfare to Work/Job Corp Programs, Social Security, Social Security Disability Insurance (SSDI) and others. These verifications are not voiced but are faxed directly to a registered fax in the agency office.