The Work Number Employment and Income Verification System

The State of California offers The Work Number service, an automated employment verification service that allows you to have your employment and salary verified within a matter of minutes. This fast, secure service is used for mortgage applications, reference checks, loan applications and apartment leases.

What Information Will Be Provided to Verifiers?

1. **Employment Verification**
   - First name, middle initial, and last name
   - Employment status, job title
   - Most recent start or termination date
   - Total time with employer

2. **Employment and Income Verification**
   - All information in #1 above
   - Year to date gross earnings with a breakdown for overtime
   - Gross earnings for prior two years

What is Required For a Verifier to Access Your Information?

1. **For Employment Verification, you must provide the verifier with:**
   - Company Code: 10396
   - Employee ID: Last six digits of your social security number and the two digit month/two digit date of your birthdate (example: 1234560714)
   - Tell the verifier to go to www.theworknumber.com or call 1-800-996-7566

2. **For Employment and Income Verification you must provide the verifier with:**
   - Company Code: 10396
   - Employee ID: Last six digits of your social security number and the two digit month/two digit date of your birthdate (example: 1234560714)
   - A Salary Key
   - Tell the verifier to go to www.theworknumber.com or call 1-800-996-7566.

How is a Salary Key Obtained?

1. Prior to accessing your account, SCO will need to unlock your account first. Please contact your HR office to have them email SCO at ppsdworknumbersupport@sco.ca.gov to unlock your account.

2. Visit www.theworknumber.com or call 1-800-996-7566

3. When prompted, enter:
   - The State of California Company Code 10396
   - Last six digits of your social security number and the two digit month/two digit date of your birthdate (example: 1234560714)
   - Your PIN: two digit month/two digit date of your birthdate (example: 0714)

4. Upon initial login you will be asked to answer several security questions to use for authentication for future logins.

5. Record the six-digit Salary Key for future reference. This key is to be given to the verifier to obtain an employment and income verification.

You can have a maximum of three active salary keys at one time. Each key can be used only once, by one verifier. The keys are active for six months before being deleted from the system or immediately deleted upon use.