



*Buying a Home? Renting an Apartment? Leasing a Car? Establishing Credit? Applying for a Loan? Purchasing a Car? This process has now been made easier for you...***

SOI now uses The Work Number® to provide automated employment and income verifications on our employees. Please provide the following information to any employee requesting employment verification.

The Work Number is an automated service that provides over 65 million employees employment and income verification. This fast, secure service is used when applying for a mortgage or loan, for reference checking, leasing an apartment or any other instance where proof of employment or income is needed. You benefit from having control of the process – authorizing others access to your information.

The Work Number can be used anytime, anywhere – available 24 hours a day, 7 days a week.

How to use The Work Number:

For Proof of Employment

Step 1) Give the person needing proof of your employment, the verifier, the following information:

- Your Social Security Number: □ □ □ - □ □ - □ □ □ □
- **SOI Employer Code: 11500**
- The Work Number Access Options:
Option a) theworknumber.com
Option b) **1-800-367-5690**

For Proof of Employment plus Income

Step 1) Obtain a Salary Key

- The Work Number Access Options for Employees:
Option a) theworknumber.com
Option b) **1-800-367-2884**

Step 2) Select to Obtain a Salary Key and write down in the boxes provided below

Step 3) Enter the following information:

- **SOI Employer Code: 11500**
- Your Social Security Number: □ □ □ - □ □ - □ □ □ □
- Your PIN (Last 4 SSN, Birthday mm/yy,)

Step 4) Give the person needing proof of your employment plus income, the verifier, the following information:

- Your Social Security Number: □ □ □ - □ □ - □ □ □ □
- **SOI Employer Code: 11500**
- Your Salary Key (from Step 3): □ □ □ □ □ □
- The Work Number Access Options for Verifiers:
Option a) theworknumber.com
Option b) **1-800-367-5690**

The Work Number Client Service Center

Monday – Friday; 7:00am – 8:00pm (CST)

1-800-996-7566

1-800-424-0253 (TTY – Deaf)

****For Proof of Employment of Government and Public Service Agencies**

(Social Security Administration, Child Support Enforcement, Social Services, etc.)

Fax the request to 704-426-1121.