Need Proof of Employment or Income?

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

- Your Social Security Number
- **Metro** Employer Code: 13148

**The Work Number access options for verifiers:**
[www.theworknumber.com](http://www.theworknumber.com) or 1-800-367-5690

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Need to give authorization for access to your income information?

In most instances you will release your income information via a signed release form as part of your application process. In limited situations you may be required to create a salary key.

If a verifier is requesting a salary key from you, please take the following steps:

- The Work Number access options for employees:
  [www.theworknumber.com](http://www.theworknumber.com) or 1-800-367-2884
- Select “I’m an Employee”
- Select “Enter Site”
- Enter the Employer Code 13148 and select “Log In”
- Select “I want to provide proof of employment and income”
- Enter your User ID ([SSN# xxx-xx-xxxx](#)) and select “Continue”
- Enter your PIN ([last 4 digits of your SSN + your 4-digit birth year](#)) and select “Log in”
- Select “Create a Salary Key”
- Select “Create Another Salary Key”
- Write down the six-digit number ______________

Provide the person requesting the salary key with the following information:

- Your Social Security Number
- **Metro** Employer Code: 13148
- Your salary key

**The Work Number access options for verifiers:**
[www.theworknumber.com](http://www.theworknumber.com) or 1-800-367-5690

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Applying to a Social Service Agency?

Provide this information to your case worker.

**Attention Case Worker**

If not registered:
[www.theworknumber.com](http://www.theworknumber.com) or 1-800-996-7566

All agencies must register to use the service. Once you are registered, please follow the steps below to obtain the verifications you need.

If registered:
- The Work Number access options for agencies:  
  [www.theworknumber.com](http://www.theworknumber.com) or 1-800-660-3399
- Select “Enter Site” under Social Service Verifiers
- Select “Log In”
- Enter your Username and select “Continue”
- Enter your Password and select “Log in”
- Enter the following information when instructed:
  - **Metro** Employer Code: 13148
  - Applicant’s Social Security Number

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The Work Number is the **NUMBER ONE** Employment Verification Service

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A Service of Equifax

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Provide Secure Access to someone wanting to verify your employment and income data.

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You’re in Good Company

Metro is one of over 2,100 employers offering secure, fast employment and income verifications via The Work Number.

Why The Work Number?

The Work Number® is an automated service that protects your personal information during the verification process. This secure service is used when you apply for a mortgage or loan, a job, lease an apartment or any other instance where proof of employment or income is needed.

The Work Number can be used anytime, anywhere - available 24 hours a day, 7 days a week
- If you need to access The Work Number, go to www.theworknumber.com or 1-800-367-2884.
- Client Service Center: 1-800-996-7566
  1-800-424-0253 (TTY – Deaf)
  Monday-Friday, 7AM - 8PM CST

Verifications available when you need them; not just when someone has time to complete them.

Metro brings you
The Work Number®

Buying a home or a car?
Leasing an apartment?
Applying for a loan?

You’ll need proof of employment or income...

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