

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 or 1-800-367-5690



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 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 or 1-800-367-5690

Applying to a Social Service Agency?

Provide this information to your case worker.

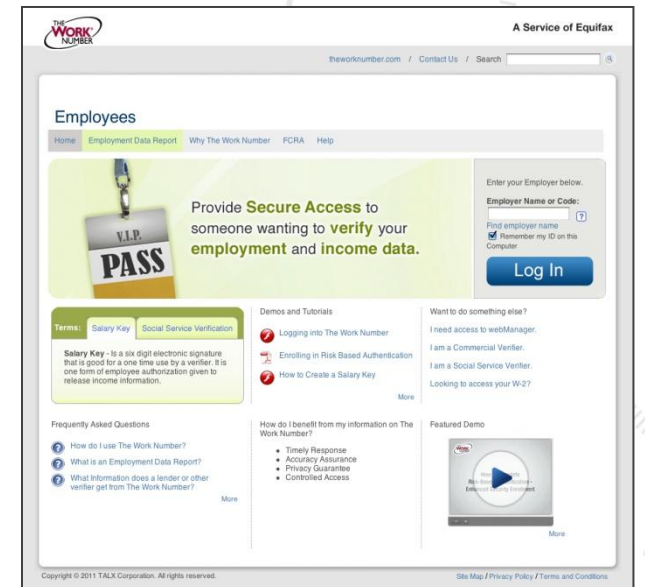
Attention Case Worker

If not registered:
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 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



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.



A SERVICE OF TALX CORPORATION



**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...