

# Buying a house or a car? ... Applying for a loan? ... Leasing an apartment?

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



For Fast, Secure, Anytime-Anywhere Proof of Employment or Income via the Web or phone we bring you ... The Work Number®.

The Work Number service is used when you apply for a loan, need a reference check, lease an apartment or any other instance where proof of employment or income is needed. You benefit from having control of the process – by authorizing others access to your information. The use of this service is effective as of June 6, 2003.

## How it works...

Need proof of **employment**?

### Follow these easy steps:

- 1) Print this page, or click here for the PDF version, and follow the steps below to obtain proof of employment.
- 2) Write down your Social Security Number in the boxes below.
- 3) Give the information in Box 1 to the person requesting your proof of employment.

### Box 1 – Provide this information to the person requesting proof of your employment.

To obtain proof of **employment** on an employee from the County of Orange:

1) Access The Work Number either via:

- [www.theworknumber.com](http://www.theworknumber.com)
- 1-800-367-5690

2) Enter:

- County of Orange Employer Code: 11006
- The employee's Social Security Number:

□□□ - □□ - □□□□ ◀

**Client Service Center: 1-800-996-7566 (Voice), 1-800-424-0253 (TTY – Deaf)  
Monday-Friday, 7 a.m. - 8 p.m. (CST)**

\*Note: The employee will need to provide you with a Salary Key in order for you to also verify their income.

Need proof of **employment**  
plus **income**?

**Follow These Easy Steps:**

- 1) Print this page, or click here for the PDF version, and follow the steps below to obtain proof of employment plus income.
- 2) Write down your Social Security Number in the boxes below
- 3) Go to The Work Number either:
  - [www.theworknumber.com](http://www.theworknumber.com)
  - **1-800-367-2884**
- 4) Enter the following information:
  - a) The County of Orange Employer Code: 11006
  - b) Your Social Security Number: □□□ - □□ - □□□□
  - c) Your PIN (last 4 digits of your Social Security Number): \_\_\_\_\_
- 5) Select to obtain a Salary Key and write down the Salary Key provided to you by The Work Number
- 6) Print Box 2 and give it to the person requesting proof of your employment plus Income

**Box 2** – Provide this information to the person requesting proof of your employment plus income.

To obtain proof of **employment** plus **income** on an employee from County of Orange:

- 1) Access The Work Number either via:
  - [www.theworknumber.com](http://www.theworknumber.com) or
  - **1-800-367-5690**
- 2) Enter:
  - The County of Orange Employer Code: 11006
  - The employee's Social Security Number: □□□ - □□ - □□□□ ←
- 3) Enter in the **Salary Key** provided to you by the employee: □□□□□□ ←

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Monday-Friday, 7 am - 8 pm (CST)  
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