



The Work Number

Employment Verification - Obtaining a Salary Key and FAQ

The Salary Key is a special authorization code that the employee generates in order to authorize the release of income information.

There are two ways to obtain a salary key:

- Electronically through <http://www.theworknumber.com/Employees/>
- Rochester Institute of Technology's access code is 15083.
- Click I want to provide proof of employment and income.
- Enter your social security number (no dashes) to continue.
- A pin number is required to proceed. The pin number is the last four digits of your social security number and your birth year, ie. 12341970 (you will be prompted to change your pin the first time you login).
- Click the Salary Key tab. Click on the New Salary Key button. You have successfully created your salary key.
- Provide this information to the verifying agency.

- If you don't have access to a computer, you can still obtain a Salary Key. The Work Number offers a telephone option for all employees, call 1-800-367-2884. You will need your social security number, date of birth, RIT access code (15083) and pen and paper to write down the Salary Key they provide.

- A salary key is not required for non-income employment verifications.

- To obtain non-income verification of employment, provide the following printable worksheet to the verifying agency:

http://www.theworknumber.com/Employees/basic_print_worksheet.asp