



Fresno Unified School District

# The Work Number for Everyone®

www.theworknumber.com

## Automated Employment Verification Services

When you apply for an apartment lease, car loan, mortgage or other type of credit, your lender will contact **Fresno Unified School District** to verify that you work for the District. Your loan typically cannot be processed until this information is provided to the lender (or other verifier).

To avoid delay in your loan processing, Fresno Unified School District now uses **The Work Number for Everyone®**, an automated employment verification service that verifiers can access 17 hours a day, 7 days a week. **Important Note: Written requests for verification will not be processed and will be returned to your verifier with instructions on how to use this service.**

### Three Levels of Verification

Basic	Basic Plus	Full
<p style="text-align: center;"><b>Usually required for job verification checks.</b></p> <ul style="list-style-type: none"> <li>• Social security number</li> <li>• Name (spelled)</li> <li>• Most recent start or termination date</li> <li>• Total time with the company</li> <li>• Job title</li> <li>• Confirmation number</li> </ul>	<p style="text-align: center;"><b>Usually required for small, short-term loans and apartment rentals.</b></p> <ul style="list-style-type: none"> <li>• All <b>BASIC</b> information and....</li> <li>• Total rate of pay</li> <li>• Confirmation number</li> </ul>	<p style="text-align: center;"><b>Usually required for all major loans, including mortgages.</b></p> <ul style="list-style-type: none"> <li>• All <b>BASIC PLUS</b> information and....</li> <li>• Gross earnings year to date <u>and</u> the past two years (including base pay and overtime)</li> <li>• Confirmation number</li> </ul>
<div style="border: 1px solid black; padding: 5px; width: 100%;"> <p style="text-align: center;"><b>No Authorization Code Required</b></p> </div>	<div style="border: 1px solid black; padding: 5px; width: 100%;"> <p style="text-align: center;"><b>Authorization Code Required (Salary Key)</b></p> </div>	

### Obtaining an Authorization Code (Salary Key)

No one can access your salary information without your permission. You must provide your verifier with an authorization code if you want your salary information released.

To obtain an Authorization Code, call **1-800-367-2884** or visit [www.theworknumber.com](http://www.theworknumber.com). At the prompt, provide the **Company Code, your SSN and Personal PIN**. The system will voice the authorization code to you. Be sure to record the number which you will need to supply your verifier for employment and salary verification. Note: Only three authorization codes may be active at a time. **The Fresno Unified School District Company Code is: 10121.**

**Questions? Problems? Call Customer Service at 1-800-996-7566**

## What is my Personal PIN?

When you call The Work Number, your **PIN** will be the last four digits of your social security number plus the 2-digit year you were born.

Example: If your social security number is 555-22-2463 and you were born 2/15/62, your PIN would be 246362. **Do not give your PIN to a Verifier!**

Insert your PIN here: \_\_\_\_\_

### What do I give to a Verifier?

Verifiers will need the following:

- The FUSD Company Code: **10121**
- Your Social Security Number
- An Authorization Code (only for salary verification)

### Important note:

- Do **NOT** give the Verifier your Personal PIN.
- You may have three Authorization Codes active at one time.
- An Authorization Code is valid for one verification only.

## Who does the Verifier call?

Verifiers are classified in two ways: As a Member or a Non-Member Verifier

Verifiers dial **1-800-367-5690** to access The Work Number. Employment verification charges for a Non-Member Verifier are \$13.30 or \$16.30 depending upon the information received. Major credit cards are accepted.

Member Verifiers receive a reduced flat rate per transaction.

To become a member, visit our website or call the Customer Service number. It is easy to become a Member Verifier.

**The Work Number Customer Service**  
**1-800-996-7566** or visit the web site at [www.theworknumber.com](http://www.theworknumber.com)

**The Work Number Customer Service Team is available**  
**Monday – Friday • 5 a.m. to 6 p.m. • Pacific Standard Time**

To receive instructions for a free demonstration of the system, visit the web site at [www.theworknumber.com](http://www.theworknumber.com)

**This service is available 7 days a week 24 hours a day.**

The Work Number for Everyone® is provided by TALX Corporation.

## Fresno Unified School District

2309 Tulare Street  
Fresno, CA 93721  
559-457-3500

[www.fresnounified.org/dept/hr](http://www.fresnounified.org/dept/hr)