

FWISD EMPLOYMENT VERIFICATIONS ARE HANDLED THROUGH *THE WORK NUMBER*.

...an automated service that uses data directly from our District's payroll system.

It provides verifications to process mortgage, credit card and other loan applications as well as to check references on job applicants, prospective tenants and people applying for government-sponsored social service programs.

Information necessary to use the system:

FWISD Employer Code: 10603

Your *Work Number* PIN: The last four digits of your Social Security number

YOU MAY CHANGE YOUR PIN AT *THE WORK NUMBER* WEBSITE OR THE 800 #.

HOW DO I GET MY EMPLOYMENT VERIFIED?

Give the person/company wanting the verification the following information:

- ▶ Your Social Security Number
- ▶ FWISD's employer code: 10603
- ▶ Have the person/company contact: *The Work Number* at www.theworknumber.com OR 1-800-367-5690 to verify your employment.

HOW DO I GET MY EMPLOYMENT AND INCOME VERIFIED?

YOU must first request a Salary Key. This six-digit number allows the person/company access to your salary information. You may get a Salary Key one of two ways:

Contact www.theworknumber.com/employee, and navigate as directed

OR

Call 1-800-367-2884 and follow the prompts.

WRITE DOWN YOUR SALARY KEY!

Give the person/company wanting to verify your employment and income:

- ▶ Your Social Security Number
- ▶ FWISD's employer code: 10603
- ▶ Your Salary Key
- ▶ Have them contact *The Work Number* at www.theworknumber.com/verifier

OR 1-800-367-5690

HOW DO I GET VERIFICATION OF EMPLOYMENT FOR ADOPTION OR IMMIGRATION PURPOSES?

These types of verifications are not handled through *The Work Number*.

Please contact the Employee Records Department at 817-814-2761 for assistance.

**If your verifier has questions, direct them to
*The Work Number Client Service Center at 1-800-996-7566.***