Employment Verification

Anne Arundel County Public Schools uses The Work Number to provide automated employment and income verification for our employees, 24 hours a day, 7 days a week. This fast, secure service is used when applying for a mortgage, loan, apartment lease or any other instances where proof of employment or income is needed.

Proof of Employment (excluding income)

1 **Provide the following information to the lender/verifier needing proof of your employment**
- Anne Arundel County Public Schools Employer Code **10599**
- Your Social Security Number

2 **Request the lender/verifier to contact The Work Number at: www.theworknumber.com/Verifiers or call 1-800-367-5690**

Proof of Employment + Income

1 **Employee should contact The Work Number at:**
- www.theworknumber.com/Employees or call **1-800-367-2884**

2 **Follow instructions when prompted**

3 **Enter the following information:**
- Anne Arundel County Public Schools Employer Code **10599**
- USERID is your Social Security Number without dashes
- Your Pin Number
  your PIN # will be the last four digits of your Social Security Number and the four digits of your birth month and year – Example: January 1968 would be entered as 0168)

  IMPORTANT: Please change your PIN as soon as you log into the system. **Do not give the verifier your PIN number.**

4 **You will receive a "Salary Key," which will enable the lender/verifier to have secured access to the your personal information.**

5 **Provide the following information to the lender/verifier needing proof of your employment PLUS income (mortgage company, apartment, bank, etc).**
- Anne Arundel County Public Schools Employer Code **10599**
- Your Social Security Number *(but not your PIN)*
- The Salary Key you received

6 **Request that the lender/verifier contact The Work Number at: www.theworknumber.com/Verifiers/ or call 1-800-367-5690**

Instructions for Social Service Agencies

Registered Users

1 **Get Verification at www.theworknumber. com/socialservices/ or call 1-800-660-3399**

2 **Enter your registered fax number, if applicable, or other identifying codes. Your verification will be faxed directly to this pre-registered fax number.**

New Users

1 **Please call 1-800-996-7566 to register to use The Work Number. Registration is a one-time process.**

Other Forms that Require Verification

All other verification of employment requests, such as the following, can be faxed to Payroll's confidential fax number at 443-458-0138 along with the release signature of the individual:

- Disability paperwork
- Lost Wages
  (from insurance companies or lawyers)
- Certificated staff verification of previous experience
  (Example: teachers, principals)

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