

# **The Work Number for Everyone**

(A national employment verification service provided by TALX Corporation)

The Work Number for Everyone is an automated system that provides employment & salary verification to specific creditors and potential lenders. Through use of a touch-tone phone, employees can authorize potential creditors the access needed in order to obtain information required for apartment rental, reference checks, short-term, and major loans including mortgages through this automated system

To use this system, employees should follow the steps below:

## **As an employee, how do I use this service?**

Each employee is responsible for authorizing the release of their employment and salary information. The credit and reference verifiers must receive an authorization code from you in order to access your information.

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- To obtain an authorization code:  
Call 1-800-EMP-AUTH (1-800-367-2884) from a touch-tone telephone.
- Enter the following information when prompted:
  - USDA's company code (10284)
  - Your social security number
  - Your individual PIN number (your pin is the four digit number signifying your month and day of birth e.g., if your birthday is September 24<sup>th</sup>, your Pin is 0924).
- **Record authorization code in a secure place for future reference:**
- **Note: Do not give the 1-800-EMP-AUTH phone number to verifiers.**

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## **How does the verifier use this service?**

- The verifier will call 1-(800)367-5690
- The verifier will need:
  1. -One of your authorization codes
  2. -USDA's company code (10284)
  3. -Your social security number

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## **How many authorization codes can be active and how long are they valid?**

You can have a maximum of three codes active at any one time. Each code can only be used one time. Unused codes remain active for 6 months.

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## **What are the hours that the service is available?**

The service is available 7 days a week during the following hours:

- 7:00 a.m. until 12:00 midnight (EST)
- 6:00 a.m. until 11:00 p.m. (CST)
- 5:00 a.m. until 10: p.m. (MT)
- 4a.m. until 9:00 p.m. (PT)

*For further assistance contact Human Resources*