



## IMPORTANT EMPLOYMENT VERIFICATION INFORMATION

We have just received your request for employment verification for a Wal-Mart associate. Wal-Mart uses The Work Number® to provide automated employment and income verification on our associates. Now you have a couple of options to get the information you need instantly.

**Option 1:** [verify.theworknumber.com](http://verify.theworknumber.com)

Use a credit card or become a member to get Instant Web verifications.

**Option 2:** 1-800-367-5690

Use a credit card or become a member to get a voiced or faxed verification in minutes.

### To Obtain Proof of Employment Only

- 1) Contact The Work Number by using one of the above options.
- 2) Follow the prompted instructions.
- 3) You will need the following information:
  - Wal-Mart Employer Code: 10108
  - Associate's Social Security Number provided by the associate.

### To Obtain Proof of Employment Plus Income

- 1) Use the instructions for obtaining proof of employment.
- 2) You will need the additional information:
  - A Salary Key/Authorization Code provided by the associate. (Associates may get a Salary Key by visiting [www.theworknumber.com/associate](http://www.theworknumber.com/associate) or calling 1-800-367-2884.)

### Special Instructions for Social Service Agencies

#### *Registered Users*

- Get verifications at [verify.theworknumber.com](http://verify.theworknumber.com) or 1-800-660-3399.
- Enter your registered fax number and, if applicable, other identifying codes.
- Your verification will be faxed directly to this pre-registered fax number.

#### *Non-Registered Users*

Please call 1-800-996-7566 to register to use The Work Number. Registration is a one-time process and takes approximately 5 minutes.

For additional questions or more information regarding the benefits of membership, please call:

#### **The Work Number Client Service Center**

Monday – Friday; 7:00am – 8:00pm (CST)

1-800-996-7566

1-800-424-0253 (TTY – Deaf)



[www.theworknumber.com](http://www.theworknumber.com)

# How To Use The Work Number<sup>®</sup>

WAL-MART  
Instructions for Associates

## Need proof of employment?

Give the person needing proof of your employment, the verifier, the following information:

- Your Social Security Number: □ □ □ - □ □ - □ □ □ □
- Wal-Mart Employer Code: 10108
- The Work Number Access Options:  
Option a) [verify.theworknumber.com](http://verify.theworknumber.com)  
Option b) 1-800-367-5690

## Need proof of employment plus income?

Step 1) Obtain a Salary Key

- The Work Number Access Options for Associates:  
Option a) [verify.theworknumber.com](http://verify.theworknumber.com) (click on Employees)  
Option b) 1-800-367-2884

Step 2) Select to Obtain a Salary Key and write down in the boxes provided below

Step 3) Enter the following information:

- Wal-Mart Employer Code: 10108
- Your Social Security Number: □ □ □ - □ □ - □ □ □ □
- Your PIN
  - Associates Use Gross Pay From Most Recent Pay Check Stub
  - Past Associates Use Two-Digit Month and Two-Digit Year of Birth (example May 1974 = 0574)

Step 4) Give the person needing proof of your employment plus income, the verifier, the following information:

- Your Social Security Number: □ □ □ - □ □ - □ □ □ □
- Wal-Mart Employer Code: 10108
- Your Salary Key (from Step 3): □ □ □ □ □ □
- The Work Number Access Options for Verifiers:  
Option a) [verify.theworknumber.com](http://verify.theworknumber.com)  
Option b) 1-800-367-5690

## Applying to a Social Service Agency?

Associate

Step 1) Provide the instructions below to your case worker.

Case Worker

Step 1) Register with The Work Number

All agencies must registration to use the service. The process is one-time and will only take about 5 minutes to complete the application.

- Option a) [verify.theworknumber.com](http://verify.theworknumber.com)
- Option b) 1-800-996-7566

Step 2) Obtain an employment and income verification

- The Work Number Access Options for Social Service Agencies:  
Option a) [verify.theworknumber.com](http://verify.theworknumber.com)  
Option b) 1-800-660-3399
- Enter your registered fax number
- Enter the following information when instructed:  
a) Wal-Mart Employer Code: 10108  
b) Associate's Social Security Number: □ □ □ - □ □ - □ □ □ □
- Select to obtain an employment and income verification (The verification will be faxed to your registered fax number.)

## Questions? - The Work Number Service Center

Monday - Friday; 7:00am - 8:00pm (CST)

1-800-996-7566

1-800-424-0253 (TTY - Deaf)

