

EMPLOYMENT VERIFICATION PROCEDURES

The U.S Air Force is pleased to offer "The Work Number for Everyone", an automated employment verification service that allows you to have your employment and salary verified within a matter of minutes. This fast, secure service is used for mortgage applications, reference checks, loan applications, and apartment leases. Anything that you need as proof of employment.

When you apply for items such as apartment leases, car loans, mortgages, and other major loans, any requests for verification of your employment should be directed to

The Work Number for Everyone®

This national service is used by many major employers and provides employment verification through a fully automated and web-enabled system. The system is available 7 days a week 24 hours a day.

What you need to know...

A 'verifier' is an organization seeking employment and/or earnings information about you. A verifier can be a bank, loan or credit institution, background checking company, or even a prospective employer. Verifiers can obtain the following types of information from The Work Number®.

What kind of verification do I need?	What do I give to my verifier?
Basic (<i>Salary Key NOT REQUIRED</i>) <ul style="list-style-type: none">• Job Title• Total time with company	<ul style="list-style-type: none">• Department of Defense: 10365• Your Social Security Number• The number to call for the information, 1-900-555-9675• The number for Customer Service, 1-800-996-7566
Basic Plus (<i>Salary Key REQUIRED</i>) <ul style="list-style-type: none">• Includes Basic information, <i>Plus</i>• Current pay rate	<ul style="list-style-type: none">• Department of Defense: 10365• Your Social Security Number• A Salary Key• The number to call for the information, 1-900-555-9675• The number for Customer Service, 1-800-996-7566

Full Verification (<i>Salary Key REQUIRED</i>) <ul style="list-style-type: none">• Includes Basic Plus information, <i>Plus</i>• Gross earnings for YTD and past two years	<ul style="list-style-type: none">• Department of Defense: 10365• Your Social Security Number• A Salary Key• The number to call for the information, 1-900-555-9675• The number for Customer Service, 1-800-996-7566
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To generate a **Salary Key**,

You dial 1-800-EMP-AUTH (1-800-367-2884) or go to <http://www.theworknumber.com>.

You may have three Salary Keys outstanding. If unused, they will expire after six months.

When prompted, enter:

- Department of Defense: 10365
- Your Social Security Number
- Your Pin

**A SIX-DIGIT NUMBER WILL BE VOICED TO YOU OVER THE PHONE,
OR SHOWN TO YOU OVER THE INTERNET.
THIS IS YOUR ONE-TIME USE SALARY KEY.**

**If you or your verifier have any questions, please call The Work Number®
Customer Service Center at
1-800-996-7566, Monday-Friday, 7am-8pm CST.**