For Fast, Secure, Anytime-Anywhere Proof of Employment or Income via the Web or phone we bring you … The Work Number®.

The Work Number service is used when you apply for a loan, need a reference check, lease an apartment or any other instance where proof of employment or income is needed. You benefit from having control of the process – by authorizing others access to your information.

How it works…

Need proof of employment?

Follow these easy steps:
1) Print this page and follow the steps below to obtain proof of employment.

2) Write down your Social Security Number in the boxes below.

3) Give the information in Box 1 to the person requesting your proof of employment.

Box 1 – Provide this information to the person requesting proof of your employment.

To obtain proof of employment on an employee from San Diego City Schools:
1) Access The Work Number either via:
   • http://www.theworknumber.com/Verifiers
   • 1-800-367-5690

2) Enter:
   • The San Diego City Schools Employer Code is: 10406
   • The employee’s Social Security Number: ___-___-____

Client Service Center: 1-800-996-7566 (Voice), 1-800-424-0253 (TTY – Deaf)
Monday-Friday, 7 a.m. - 8 p.m. (CST)

*Note: The employee will need to provide you with a Salary Key in order for you to also verify their income.
Follow These Easy Steps:
1) Print this page and follow the steps below to obtain proof of employment plus income.
2) Write down your Social Security Number in the boxes below
3) Go to The Work Number either:
   • [http://www.theworknumber.com/Employees](http://www.theworknumber.com/Employees)
   • 1-800-367-2884
4) Enter the following information:
   a) The San Diego City Schools Employer Code is: 10406
   b) Your Social Security Number: __________ - ____ - __________
   c) Your PIN (last 4 of your SSN): __________
5) Select to obtain a Salary Key and write down the Salary Key provided to you by The Work Number.
6) Give the information in Box 2 to the person requesting proof of your employment plus Income

Box 2 – Provide this information to the person requesting proof of your employment plus income.

To obtain proof of **employment** plus **income** on an employee from San Diego City Schools:

1) Access The Work Number either via:
   • [http://www.theworknumber.com/Verifiers](http://www.theworknumber.com/Verifiers)
   • 1-800-367-5690
2) Enter:
   • The San Diego City Schools Employer Code is: 10406
   • The employee’s Social Security Number: __________ - ____ - __________
3) Enter in the **Salary Key** provided to you by the employee: __________

**TALX Client Service Center**
Monday-Friday, 7 am - 8 pm (CST)
1-800-996-7566
(TTY-Deaf)
1-800-424-0253