

Frequently Asked Questions for UMUC Employees

University of Maryland University College (UMUC) has chosen to use The Work Number to provide automated employment and income verifications. The Work Number reduces our risk of liability from providing erroneous or unauthorized information and our employees receive the benefit of a quick turnaround service. When a third party uses the The Work Number, they will benefit by receiving immediate access to information that is convenient, accurate and secure.

How To Use The Work Number

<p align="center">Commercial</p> <p><i>Income requires employee's authorization/salary key.</i></p>	<p align="center">www.theworknumber.com 1-800-367-5690</p>	<p align="center">Employer Name or Code</p>
<p align="center">Social Services</p> <p><i>Only available to qualifying assistance agencies.</i></p>	<p align="center">www.theworknumber.com 1-800-660-3399</p>	<p align="center">Employee's Social Security Number</p>

Frequently Asked Questions

What is The Work Number?

The Work Number, a service of TALX Corporation, is an automated process for employment and income verification that allows employees to have their information verified within a matter of minutes. It is the number one service used by mortgage companies, pre-employment screeners, consumer finance, and government agencies.

Is the information secure?

Absolutely, the data is stored in a secure data center that is SAS 70 certified by third-parties for its level of security.

Who is considered a verifier?

A verifier can be any lending institution, property manager or other business that needs to verify employment or income.

Does a verification take longer?

No, it is typically turned around instantly. In addition, the automated service is available anytime, anywhere.

What is a Commercial verification?

Standard employment and income verifications are commonly referred to as commercial verifications.

What is a Social Services verification?

Typical social services verifications include TANF, Food Stamps, Public Housing, Medicaid, Child Support, WIC, Welfare to Work/Job Corp Programs, Social Security, Supplemental Security Income (SSI), Social Security Disability Insurance (SSDI) and others...

Do I need anything special to provide income verification to a third party? The Work Number requires that verifiers have employee authorization to access income information. This allows the employee control over who has the ability to pull their income. A Salary Key is one form of employee authorization.

What is the Employer Code for our organization?

14819



Client Service Center
Monday – Friday 7am – 8pm (CT)
1-800-996-7566
1-800-424-0253 (TTY – Deaf)



Buying a home or a car?

Applying for a loan?

Leasing an apartment?



You'll need proof of employment or income...

The Work Number[®] is an automated service that protects your personal information during the verification process. This secure service is used when you apply for a mortgage or loan, a car loan, lease an apartment or any other instance where proof of employment or income is needed.

How it works...

Need proof of employment?

Provide the person needing proof of your employment the following information:

- Your Social Security Number
- The UMUC Employer Code: **14819**

The Work Number access options for verifiers: www.theworknumber.com or 1-800-367-5690

Need proof of income? You will need to create a Salary Key?

A salary key is one form of employee authorization used to release income information.

If a verifier is requesting a salary key from you, please take the following steps:

- The Work Number access options for employees: www.theworknumber.com or 1-800-367-2884
- Select "I'm an Employee"
- Select "Enter Site"
- Enter the Employer Code (**14819**) and select "Log In"
- Select "I want to provide proof of employment and income"
- Enter User ID (Employee's Social Security Number) and select "Continue"
- Enter PIN (Employee's eight digit birthday in MM/DD/YYYY format) and select "Log in"
- Select "Create a Salary Key"
- Select "Create A Salary Key"
- Write down the six-digit number _____

Provide the person requesting the salary key with the following information:

- Your Social Security Number
- **UMUC** Employer Code: **14819**
- Your six-digit Salary Key

The Work Number access options for verifiers: www.theworknumber.com or 1-800-367-5690

Applying to a Social Service Agency?

Provide this information to your case worker.

Attention Case Worker

If not registered:

www.theworknumber.com or 1-800-996-7566

All agencies must register to use the service. Once you are registered, please follow the steps below to obtain the verifications you need.

If registered:

- The Work Number access options for agencies: www.theworknumber.com or 1-800-660-3399
- Select “Enter Site” under Social Service Verifiers
- Select “Log In”
- Enter your Username and select “Continue”
- Enter your Password and select “Log in”
- Enter the following information when instructed:
 - **UMUC** Employer Code: **14819**
 - Applicant’s Social Security Number