



Department of the Navy
Civilian Benefits Center
Benefits Bulletin 2009-2

Verification of Civilian Employment
Using The Work Number®

The Department of the Navy has contracted with the TALX Corporation to provide verification of employment for civilian employees using an automated program called The Work Number®. The Work Number® allows employees to provide proof of their employment or income anytime of the day, every day of the year – anytime they need it. No more need for faxing, mailing, or telephoning that slows down the closing of loans or other employee business that requires a verification of employment.

If You Want Someone To Verify Your Employment Only (No Income)

1. Provide the verifier (your financial, background checking company, prospective employer, etc) with your Social Security Number and the code for your employer. The employer code for Department of Defense civilian employees is 10365.
2. Tell your verifier to go to The Work Number® website at <http://www.theworknumber.com> and register inside the verifier area. The verifier may also call 1-800-367-5690 to verify employment.
3. Once registered, they will be able to verify your employment (no income) in a matter of minutes through a secure web connection.

If You Want Someone To Verify Both Your Employment And Income

1. Go to The Work Number® website at <http://www.theworknumber.com> or call 1-800-367-2884 to get a Salary Key. Think of the Salary Key as your electronic signature for the verifier to receive information about your salary. When you give a Salary Key to a verifier they can verify your income one time. To get a Salary Key using the website:
 - a. Under “Access Your Employee Account” select “Enter Employee Section”
 - b. Under “Employee Login” - “Employer Name or Code” enter the employer code for the Department of Defense which is 10365. Click “Go”
 - c. Click “I want to provide proof of employment and income”.
 - d. Enter your Social Security Number and either enter your Personal Identification Number (PIN) or create a PIN using “Forgot Your Pin?” Click “Continue”
 - e. Click “Prove your income with a Salary Key”.
 - f. Click “Create a Salary Key” and be prepared to write down the six digit number.
 - g. Your Salary Key will be displayed. You can create up to three Salary Keys.

2. Provide the verifier (your financial, background checking company, prospective employer, etc) with your Social Security Number, the Salary Key you received and the employer code for Department of Defense (10365).
3. Tell your verifier to go to The Work Number® website at <http://www.theworknumber.com> and register inside the verifier area. The verifier may also call 1-800-367-5690 to verify employment.
4. Once registered, they will be able to verify your employment and income in a matter of minutes through a secure web connection.

Questions About The Work Number®?

If you have questions about using The Work Number® call the TALX Corporation at 1-800-996-7566 from 7:00 a.m. – 8:00 p.m. Central Time, Monday through Friday.

The TTY number for the deaf and hard of hearing is 1-800-424-0253.