

# How to Use The Work Number®

## Need Proof of Employment?

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

- Your Social Security Number: --
- **Acuity Brands** Employer Code: **10661**
- The Work Number Access Options:
  - Option a) [www.theworknumber.com](http://www.theworknumber.com)
  - Option b) **1-800-367-5690**

## The Work Number is the **No. 1** Employment Verification Service



## Need Proof of Employment Plus Income?

### Step 1:

Access The Work Number to create a "Salary Key" that grants one-time access to your income data:

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

### Step 2:

You will need to enter the following information to obtain a Salary Key:

- **Acuity Brands** Employer Code: **10661**
- Your Social Security Number: --
- Your PIN: (last 4 digits of the SSN + CCYY of the employee's birth year).

### Step 3:

Select the "Create a Salary Key" option and prepare to write down the six-digit number.

### Step 4:

Provide the person needing proof of your employment plus income with all of the following information:

- Your Social Security Number: --
- **Acuity Brands** Employer Code: **10661**
- Your Salary Key (from Step 3):
- The Work Number Access Options for Verifiers:
  - Option a) [www.theworknumber.com](http://www.theworknumber.com)
  - Option b) **1-800-367-5690**

### The Work Number Client Service Center

**1-800-996-7566**  
**1-800-424-0253** (TTY – Deaf)

Monday – Friday; 7:00AM – 8:00PM (CST)

## Applying to a Social Service Agency?

*Provide this information to your case worker.*

### Attention Case Worker

Please take the following steps:

### Step 1:

Register with The Work Number:

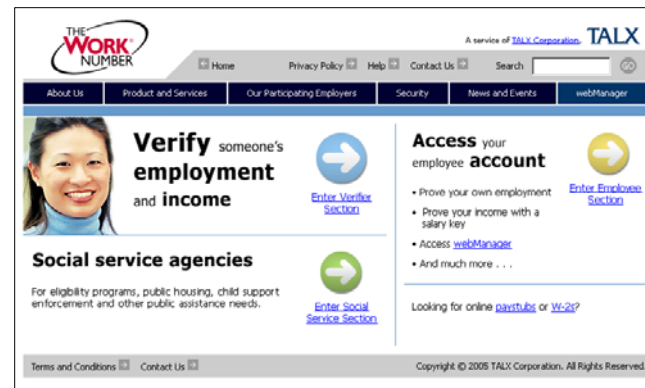
*All agencies must register to use the service. It takes about 5 minutes to complete the application. If you are already registered and need help, please call the Client Service Center at 1-800-996-7566.*

- Option a) [www.theworknumber.com](http://www.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) [www.theworknumber.com](http://www.theworknumber.com)
  - Option b) **1-800-660-3399**
- Enter your registered fax number
- Enter the following information when instructed:
  - a) **Acuity Brands** Employer Code: **10661**
  - b) Employee's Social Security Number: --
- Select the kind of verification you need. You can verify *employment* or *employment plus income*.



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