

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"> • Company Code: 10426 • Your Social Security Number • The number to call for the information, 1-800-367-5690 • 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"> • Company Code: 10426 • Your Social Security Number • A Salary Key • The number to call for the information, 1-800-367-5690 • 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"> • Company Code: 10426 • Your Social Security Number • A Salary Key • The number to call for the information, 1-800-367-5690 • The number for Customer Service, 1-800-996-7566

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:

- Company Code: **10426**
- 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.**

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ASPLUNDH TREE EXPERT CO.

708 BLAIR MILL ROAD, WILLOW GROVE, PA 19090-1784 - AREA CODE 215 - TELEPHONE 784-4200

IMPORTANT EMPLOYMENT VERIFICATION INFORMATION

We have just received your request for employment verification for our employee. We use The Work Number® to provide automated employment and income verification on our employees. Now you have a couple of options to get the information you need instantly.

Option 1: www.theworknumber.com

Use a credit card or become a member to get instant Web verifications.

Option 2: 1-800-367-5690

Use a credit card or become a member to get a voiced or faxed verification in minutes.

To Obtain Proof of Employment Only

- 1) Contact The Work Number by using one of the above options.
- 2) Follow the prompted instructions.
- 3) You will need the following information:
 - Employer Code: 10426
 - Employee's Social Security Number provided by the employee.

To Obtain Proof of Employment Plus Income

- 1) Use the instructions for obtaining proof of employment.
- 2) You will need the additional information:
 - A Salary Key/Authorization Code provided by the employee. (Employees may get a Salary Key by visiting www.theworknumber.com/employee or calling 1-800-367-2884.)

Special Instructions for Social Service Agencies

Registered Users

- Get verifications at www.theworknumber.com/socialservices or 1-800-660-3399.
- Enter your registered fax number, if applicable, or other identifying codes.
- Your verification will be faxed directly to this pre-registered fax number.

New Users

Please call 1-800-996-7566 to register to use The Work Number. Registration is a one-time process and takes approximately 5 minutes.

For additional questions or more information regarding the benefits of membership, please call:

The Work Number Client Service Center

Monday – Friday; 7:00 a.m. – 8:00 p.m. (CST)

1-800-996-7566

1-800-424-0253 (TTY – Deaf)

