

Employment and Income Verification

RR Donnelley is one of nearly **1,000 employers** offering secure, fast employment and income verifications via The Work Number.



Why The Work Number?

The Work Number® is an automated service that provides instant employment and income verification. This fast, secure service is used when applying for a mortgage or loan, for reference checking, leasing an apartment or any other instance where proof of employment or income is needed. You benefit from having control of the process – authorizing others access to your information.

The Work Number can be used anytime, anywhere - available 24 hours a day, 7 days a week

- Access The Work Number via www.theworknumber.com or 1-800-367-2884
- For assistance, please contact The Work Number Client Service Center:
1-800-996-7566 (Voice) or
1-800-424-0253 (TTY – Deaf)
Monday-Friday, 7AM - 8PM (CST)

RR Donnelley

brings you...



Buying a home or a new car?

Leasing an apartment?

Applying for a loan?

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



Need Proof of Employment?

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

- Your Social Security Number: --
- **RR Donnelley** Employer Code: **10972**
- The Work Number Access Options:
 - Option a) www.theworknumber.com
 - Option b) **1-800-367-5690**

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
 - Option b) **1-800-367-2884**

Step 2:

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

- **RR Donnelley** Employer Code: **10972**
- Your Social Security Number: --
- Your 4-digit default PIN: 2-digits of your birth month and last two digits of your Social Security number.

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: --
- **RR Donnelley** Employer Code: **10972**
- Your Salary Key (from Step 3):
- The Work Number Access Options for Verifiers:
 - Option a) 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)

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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
- Option b) **1-800-660-3399**

Step 2:

Obtain an employment and income verification:

- The Work Number access options for Social Service agencies:
 - Option a) www.theworknumber.com
 - Option b) **1-800-660-3399**
- Enter your registered fax number
- Enter the following information when instructed:
 - a) **RR Donnelley** Employer Code: **10972**
 - b) Employee's Social Security Number:
- Select the kind of verification you need. You can verify *employment* or *employment plus income*.

The Work Number is the No. 1 Employment Verification Service



Visit www.theworknumber.com for more information.