



November, 2007

ALL EMPLOYEES

SUBJECT: Employment Verification through The Work Number®

Are you buying a home? Renting an apartment? Leasing or purchasing a car? Establishing credit? Applying for a loan? The U.S. Postal Service is one of more than 1500 employers who offer secure, fast employment and income verifications using The Work Number®.

The Work Number is an automated service that provides you with the ability to quickly provide proof of your employment or income. You benefit from having control of the process since you authorize access to your information. The Work Number provides verification services to more than 80 million employees. It is widely known to mortgage lenders, banks, apartment complexes and others who may need proof of your employment or income, and it is a quick and easy process for them to use.

The Work Number can be used anytime, anywhere and is available 24 hours a day, 7 days a week via the telephone or the internet. This service has passed rigorous security audits to provide the utmost privacy of employee data. Remember, only you, the employee, can authorize the release of information when using the services of The Work Number.

HOW IT WORKS:

Need Proof of Employment Only?

Give the person needing proof of your employment (the Verifier) the following information:

- 1) Your Social Security Number
- 2) U.S. Postal Service Employer Code: **12946**
- 3) The Work Number Access Options for Verifiers:
 - Option A: www.theworknumber.com
 - Option B: 1-800-367-5690

Need Proof of Employment Plus Income?

Start by creating a Salary Key. A Salary Key is a six-digit number that allows one-time access to your salary information. Here's how to create a Salary Key:

Step 1) Access The Work Number either via the internet or telephone:

- www.theworknumber.com
- 1-800-367-2884

Step 2) If using the internet option, select "Enter Employee Section" and login. To login, have the following information:

- U.S. Postal Service Employer Code: **12946**
- Your Employee Identification Number
- Your PIN (last four digits of your social security number)

- Step 3) On the Main Menu page, select "Prove Your Income with a Salary Key" under the verification section.
- Step 4) Select the "Create a Salary Key" option and prepare to write down the six-digit number.
- Step 5) Give the person needing proof of your employment plus income (the Verifier) the following information:
- Your Social Security Number
 - U.S. Postal Service Employer Code: **12946**
 - Your Salary Key (from Step 4)
 - The Work Number Access Options for Verifiers:
 - a) www.theworknumber.com
 - b) 1-800-367-5690

The Postal Service is committed to its employees and will continue to provide resources such as The Work Number to make balancing your worklife with your personal life easier.

Also for your convenience, we have attached a wallet card with details outlining the information that you will need when utilizing the services of The Work Number.

If you have questions or need assistance with these services, please contact:

The Work Number Client Service Center
Monday–Friday, 7 a.m. – 8 p.m. (CT)
1-800-996-7566
1-800-424-0253 (TTY – Hearing Impaired)


Julie Moore
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Enclosure