

# TALX

## The Work Number

The Commonwealth of Pennsylvania offers you immediate access for your employment and income verifications. This automated service is available toll free or online – and it's quick and easy to use.

### Contact Information

[www.theworknumber.com](http://www.theworknumber.com)

- **Verifier Access: 800.367.5690**
- Employee Access: 800.367.2884
- Verification Support  
Monday – Friday, 7am-8pm CST  
Toll Free: 800.996.7566  
TTY: 800.424.0253
- Email questions to [talx@pa.gov](mailto:talx@pa.gov)



#### Questions?

HR Service Center  
Phone: 866.377.2672  
PA Relay: 711  
Fax: 717.425.7190

7:00 am - 5:00 pm | Monday - Friday  
*Interpreters are available by request.*

# Employment Verification



**pennsylvania**



### Why Use The Work Number?

- ✓ Toll free number or online access
- ✓ Available 24/7
- ✓ Instant employment and income verification
- ✓ You control the release of your sensitive salary information
- ✓ TALK audit trail ensures proper verification procedures

### When Do I Need The Work Number?

- ✓ When applying for mortgage or loan applications
- ✓ When requested for reference checks or lease approvals
- ✓ As needed for other arrangements requiring proof of employment or income

### INSTRUCTIONS

#### Employment Only Verification

Provide the following information to the verifying organization

- 1) The Work Number contact options for verifier access
  - Toll free: 800.367.5690
  - Online: www.theworknumber.com
- 2) Your social security number:  
   -   -
- 3) PA employer code: 10574

#### Confidentiality

TALX provides verification services to the Department of Defense, government contractors, several state governments and other nationwide employers. The company has extensive security measures in place to protect your data.

The commonwealth contract defines expectations for your confidential information received by TALX, "All employment and income data provided to TALX by or on behalf of Client...the parties agree to use Confidential Information only for the purposes of performance of this Agreement and to make no copies except as necessary for performance of this Agreement and to return or destroy all physical forms, copies or derivations of Confidential Information to the appropriate party upon request by such party."

### INSTRUCTIONS

#### Employment and Income Verification

Follow these steps to provide the appropriate information to the verifying organization

- 1) Contact The Work Number for your salary key (employee access)
  - Toll free: 800.367.2884
  - Online: www.theworknumber.com (you are required to set up a secure login; instructions available online)
- 2) Follow the prompts for your salary key
  - Provide the PA employer code: 10574
  - Enter your social security number (User ID):  
   -   -
  - Enter your verification PIN:  
     -  
  
(enter your employee number plus the last two digits of your birth year)
  - Collect salary key:      
  
(write in the salary key provided by The Work Number)
- 3) Provide the following information to the verifying organization
  - The Work Number contact options for verifier access
    - Toll free: 800.367.5690
    - Online: www.theworknumber.com
  - PA employer code: 10574
  - Your social security number, PIN and salary key written in step 2