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
    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
    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
    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
    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
    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.*

Visit www.theworknumber.com for more information.