



Refinancing your mortgage? Renting an apartment? Buying a car?

Michigan State University uses The Work Number® to provide automated employment and income verifications on our employees. The Work Number is a fast and secure way to provide proof of your employment or income—a necessary step in many of today’s life events involving credit, financing, or securing of benefits or services.

The below card can be cut out and kept in your wallet for quick reference. If asked by a lender or public assistance agency to provide proof of your employment or income, simply direct them to The Work Number:

Cut out and fold

Need Proof of Employment or Income

Give the authorized verifier the following information:

- 1) The Work Number Access Methods
 - www.theworknumber.com
 - **1-800-367-5690**
(1-800-424-0253 for TTY if hearing impaired)
- 2) The Michigan State University Employer Codes are:
 - **16628** for most Faculty and Staff
 - **17345** for student employees AND any faculty or staff member who was a past student employee since January 2011.
- 3) Your Social Security Number

If Asked to Provide a Salary Key

If asked to provide a salary key as your consent to the release income:

- 1) Visit <https://www.hr.msu.edu/the-work-number/index.html> to create a salary key online.
- Or*
- 2 Call the MSU HR Solutions Center at 517-353-4434 or 1-800-353-4434 for verbal instructions to create a salary key.
- Or*
- 3) Contact The Work Number directly for assistance at **1-800-367-2884** (1-800-424-0253 for TTY if hearing impaired)