



How to Use 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. The Work Number can be used anytime, anywhere available 24 hours a day, 7 days a week!

You benefit from having control of the process, since you authorize access to your information. The Work Number provides verification services to over 50 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 easy for them to use.

Note: This service is provided for current and former employees of Moss Adams. Partners should continue to direct inquiries for employment and income verification to [Payroll in the Administrative Office](#). Moss Adams India employees should direct inquiries to [Moss Adams India HR Operations](#).

HOW TO LOGIN TO THE WORK NUMBER:

[The Work Number Login Instructions](#)

HOW TO USE THE WORK NUMBER:

To provide Proof of Employment:

Allowing a verifier to obtain proof of your employment involves a few simple steps.

Step 1) Provide the person needing proof of your employment, the verifier, the following information:

- » Your Social Security Number: XXX - XX - XXXX
- » Moss Adams Employer Code: 14024

Step 2) Instruct the verifier to confirm your employment with The Work Number Access Options for Verifiers:

- » Option a) [theworknumber.com](#)
- » Option b) 1-800-367-5690

To provide Verification of your Salary:

You provide an additional level of “permission” for a verifier to view your salary information. To do this, you must first create a “Salary Key”—a six-digit pass code number that allows one-time access to your salary information.

Step 1) You access The Work Number either via the Web or telephone:

- » [theworknumber.com](#)
- » 1-800-367-2884

Step 2) Select the Employee option and login. To login, have the following information:

- » Moss Adams Employer Code: 14024
- » Your User ID (Social Security Number): XXX - XX - XXXX
- » Your PIN*: (last 4 digits of your SSN + your 4 digit birth year)
**you may change or update your PIN at any time after your initial login*

Step 3) Select the “Create a Salary Key” option and prepare to write down the six-digit number.

Step 4) Give the person needing proof of your employment plus income, the verifier, the following information:

- » Your Social Security Number: XXX - XX - XXXX
- » Moss Adams Employer Code: 14024
- » Your Salary Key (from Step 3):
- » Instruct the verifier to confirm your employment and salary with The Work Number Access Options for Verifiers:
 - a) [theworknumber.com](#)
 - b) 1-800-367-5690

THE WORK NUMBER CLIENT SERVICE CENTER

Monday – Friday; 7:00 a.m. – 8:00 p.m. (CST)
1-800-996-7566
1-800-424-0253 (TTY – Deaf)