Employment Verification

Anne Arundel County Public Schools uses The Work Number to provide automated employment and income verification for our employees, 24 hours a day, 7 days a week. This fast, secure service is used when applying for a mortgage, loan, apartment lease or any other instances where proof of employment or income is needed.

Proof of Employment (excluding income)

1. Provide the following information to the lender/verifier needing proof of your employment
   - Anne Arundel County Public Schools Employer Code 10599
   - Your Social Security Number

2. Request the lender/verifier to contact The Work Number at: www.theworknumber.com/Verifiers or call 1-800-367-5690

Proof of Employment + Income

1. Employee should contact The Work Number at:
   - www.theworknumber.com/Employees or call 1-800-367-2884

2. Follow instructions when prompted

3. Enter the following information:
   - Anne Arundel County Public Schools Employer Code 10599
   - USERID is your Social Security Number without dashes
   - Your Pin Number
     
     your PIN # will be the last four digits of your Social Security Number and the four digits of your birth month and year –
     
     Example: January 1968 would be entered as 0168)

   IMPORTANT: Please change your PIN as soon as you log into the system. Do not give the verifier your PIN number.

4. You will receive a “Salary Key,” which will enable the lender/verifier to have secured access to the your personal information.

5. Provide the following information to the lender/verifier needing proof of your employment PLUS income (mortgage company, apartment, bank, etc).
   - Anne Arundel County Public Schools Employer Code 10599
   - Your Social Security Number (but not your PIN)
   - The Salary Key you received

6. Request that the lender/verifier contact The Work Number at: www.theworknumber.com/Verifiers or call 1-800-367-5690

Instructions for Social Service Agencies

Registered Users

1. Get Verification at www.theworknumber.com/socialservices/ or call 1-800-660-3399

2. Enter your registered fax number, if applicable, or other identifying codes. Your verification will be faxed directly to this pre-registered fax number.

New Users

1. Please call 1-800-996-7566 to register to use The Work Number. Registration is a one-time process.

Other Forms that Require Verification

All other verification of employment requests, such as the following, can be faxed to Payroll’s confidential fax number at 443-458-0138 along with the release signature of the individual:

- Disability paperwork
- Lost Wages
  (from insurance companies or lawyers)
- Certificated staff verification of previous experience
  (Example: teachers, principals)

Need Help?

The Work Number Client Service Center

Monday – Friday; 7:00 a.m. – 8:00 p.m. (Central Time) • 1-800-996-7566 | 1-800-424-0253 (TTY)