**University of Arkansas for Medical Sciences (UAMS) Procedure Card**

**Important Employment & Income Verification Information**

For employment or income verification requests on any **UAMS** employee, please use the following procedures:

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<th>Procedure to follow when verification requests are received by the following:</th>
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| **Mail or Fax**  
- Mail or fax back the incomplete verification request along with a copy of the **Verifier Information Letter** to inform the verifier that **UAMS** uses The Work Number® to provide automated employment and income verifications on our employees.  
- Do **NOT** perform any employment, income or Social Services verifications via the phone, mail or fax. |
| **Phone or Voice Message**  
- Inform the verifier that **UAMS** uses The Work Number to provide automated employment and income verifications on our employees.  
- Furnish the verifier with the **UAMS Employer Code**: **14891**  
  Provide The Work Number access information options: **www.theworknumber.com** or 1-800-367-5690.  
- Do **NOT** perform any employment, income or Social Services verifications via the phone, mail or fax. |

**Frequently Asked Questions**

**Why does UAMS use The Work Number to provide automated employment and income verifications?**

- The Work Number saves time for **UAMS** employees by removing this burdensome task from their day.
- The Work Number reduces **UAMS’** risk of liability from providing erroneous or unauthorized information.
- Verifiers get immediate, convenient access to information that is accurate and secure.
- The employee receives the benefit of a quick turnaround service. There is no cost to the employee to use this service.

**What is a Salary Key? How does an employee obtain a Salary Key?**

- A Salary Key is a form of employee authorization to release income.
- The employee may get a Salary Key by visiting **www.theworknumber.com** or by calling 1-800-367-2884.

**Who can use The Work Number service? Who is considered a verifier?**

- Any lending institution, property manager or other business that needs to verify employment or income of an employee.

**What is considered a Social Services verification?**

- Social Services verifications are used for Food Stamps, TANF, Medicaid, Child Support, WIC, Housing, Social Security, etc.

**The Work Number Client Service Center**

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