Employment Verification

NASA uses The Work Number® to provide automated employment and income verifications on our employees.

This fast, secure service is used when applying for a mortgage or loan, for reference checking, leasing an apartment or any other instance where proof of employment or income is needed. You benefit from having control of the process and from automated rapid employment verification 24 hours a day, 7 days a week.

- Verify Employment (excluding your income)
- Verify Employment PLUS Income
- If You Need Assistance

For Proof of Employment (excluding your income):

Step 1) Provide the following information to the office needing proof of your employment (mortgage company, potential employer, bank, etc.):

- Your Social Security Number
- NASA's Employer Code: **11338**

Step 2) Request that the verifier contact *The Work Number* at:

- www.theworknumber.com/Verifiers/
- or call 1-800-367-5690

For Proof of Employment PLUS Income:

Step 1) Contact *The Work Number* at:

- www.theworknumber.com/Employees/
- or call 1-800-367-2884

Step 2) Select "To Obtain a Salary Key" and then write down the Salary Key provided to you by *The Work Number*

Step 3) Enter the following information:

- NASA's Employer Code: **11338**
- Your Social Security Number
- Your PIN (your PIN will be the last 4 digits of your SSN followed by the full 4 digit year you were born)
  IMPORTANT: DO NOT GIVE THE VERIFIER YOUR PIN

Step 4) Provide the following information to the office needing proof of your employment PLUS income (mortgage company, potential employer, bank, etc.):

- Your Social Security Number

- NASA's Employer Code: **11338**

- The Salary Key you created in Step 2: _ _ _ _ _ _

Step 5) Request that the verifier contact *The Work Number* at:

- www.theworknumber.com/Verifiers/

- or call 1-800-367-5690

If you need assistance contact:

The Work Number
Client Service Center
Monday - Friday; 8:00 a.m.-9:00 p.m. (EST)
1-800-996-7566
1-800-424-0253 (TTY - Deaf)