



## Need proof of employment?

Follow these easy steps:

- 1) Download/print a copy of this instructions and email/give it to the company requesting the information.
- 2) You should not have to do anything as all the instructions for the company are listed in Box 1 below.

**Box 1** – Provide this information to the person requesting proof of your employment.

To obtain proof of previous **employment** on an individual from Texas Health Resources:

1) Access The Work Number via the Web or telephone:

- <http://www.theworknumber.com>
- 1-800-367-5690

2) Enter:

- Texas Health Resources Employer Code: 11138
- The Employee's Social Security Number: . . . - . . . - . . .

**The Work Number Client Service Center:**

**1-800-996-7566 (Voice)**

**1-800-424-0253 (TTY – Deaf)**

**Monday – Friday, 7:00 a.m. – 8:00 p.m. (CST)**

**Additional Note to Verifier:**

You must have a signed authorization from the individual for verification of information.