

*Buying a Home? Renting an Apartment? Leasing a Car? Establishing Credit? Applying for a Loan? Purchasing a Car?*

**Centerra Group, LLC, uses The Work Number® to provide automated employment and income verifications on our employees.**

The Work Number is an automated service that provides you with the ability to quickly provide proof of your employment or income. You benefit from having control of the process, since you authorize access to your information. The Work Number provides verification services to over 80 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.

The Work Number can be used anytime, anywhere – available 24 hours a day, 7 days a week.

#### **How to Use The Work Number:**

##### For Proof of Employment:

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

- Your Social Security Number: □ □ □ - □ □ - □ □ □ □
- Centerra Employer Code: 12765
- The Work Number Access Options for Verifiers:
  - Option a) <http://www.theworknumber.com/>
  - Option b) 1-800-367-5690

##### For Proof of Employment Plus Income:

Start by creating a Salary Key. A Salary Key is a six-digit number that allows one-time access to your salary information. Here's how to create a Salary Key:

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

- a) <http://www.theworknumber.com/>
- b) 1-800-367-2884

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

- Centerra Employer Code: 12765
- Your Social Security Number: □ □ □ - □ □ - □ □ □ □
- Your PIN (last 4 digits of SSN plus 4 digit year of birth, CCYY)

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: □ □ □ - □ □ - □ □ □ □
- Centerra Employer Code: 12765
- Your Salary Key (from Step 3): □ □ □ □ □ □
- The Work Number Access Options for Verifiers:
  - a) <http://www.theworknumber.com/>
  - b) 1-800-367-5690

\* Public Service Agencies please visit "Social Services" via the web at [www.theworknumber.com](http://www.theworknumber.com) or call 1-800-660-3399.

**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)





The information you have requested is provided to you free of charge as a social services agency - Please call 1-800-660-3399

## Verifier Notification

**Instructions for obtaining employment or income verifications on current or former employees of Centerra Group, LLC, formerly known as G4S Government Solutions, Inc., Wackenhut Services, Inc. or WSI.**

We have received your request for employment verification for a Centerra employee. Please be advised that Centerra uses The Work Number to provide automated employment and income verification on our employees. Now you have two options to get the information you need instantly.

### How to Use The Work Number:

**Option 1:** <http://www.theworknumber.com/>

Use a credit card or become a member to get instant web verifications.

**Option 2:** **1-800-367-5690**

Use a credit card or become a member to get a voiced or faxed verification in minutes.

### To Obtain Proof of Employment:

- 1) Contact the Work Number by using one of the above options.
- 2) Follow the prompted instructions.
- 3) You will need the following information:
  - Employee's Social Security Number provided by the employee
  - Centerra, Employer Code: 12765

### To Obtain Proof of Employment Plus Income:

- 1) Use the instructions for obtaining proof of employment.
- 2) You will need the additional information:
  - A salary key/authorization code provided by the employee.
  - Employee may get a salary key by:
    - a) visiting <http://www.theworknumber.com/Employees>
    - b) calling 1-800-367-2884

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For additional questions or more information regarding the benefits of membership, please call:

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