

Buying a home or a car?  
Applying for a loan?  
Leasing an apartment?



## You'll need proof of employment or income...

**For fast, secure, anytime-anywhere proof of employment or income via the Web or phone we bring you...The Work Number®.**

The Work Number service is used when you apply for a loan, need a reference check, lease an apartment or any other instance where proof of employment or income is needed. You benefit from having control of the process – by authorizing others access to your information.



## How it works...

### Need proof of employment?

Follow these easy steps:

- 1) Fill in your Social Security Number in Box 1 below.
- 2) Give the information in Box 1 to the person requesting your proof of employment.

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

To obtain proof of **employment** on an employee from Tennant Company:

- 1) Access The Work Number via the Web or telephone:
  - <http://www.theworknumber.com>
  - 1-800-367-5690
- 2) Enter:
  - Tennant Company Employer Code: 15857
  - The Employee's Social Security Number

### **The Work Number Client Service Center:**

**1-866-604-6572 (Voice)**

**1-800-424-0253 (TTY – Deaf)**

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

Note: You will need employee permission in the form of a Salary Key to verify income.

Follow these easy steps:

- 1) Fill in your Social Security Number in Box 2 below.
- 2) Access The Work Number either via the Web or telephone:
  - <http://www.theworknumber.com>
  - 1-866-604-6572
- 3) Select the Employee option and Login. To Login, have the following information:
  - Tennant Company Employer Code: 15857
  - Your Social Security Number
  - Your PIN: (Default PIN is last 4 digits of SSN + 4 digit birth year)
- 4) Select the "Create a Salary Key" option and write down the Salary Key provided to you by The Work Number. (Enter your Salary Key below in Box 2, in Step 3.)
- 5) Provide the information in Box 2 to the person requesting proof of your employment plus income.

**Box 2** – Provide this information to the person requesting proof of your employment plus income.

To obtain proof of **employment plus income** on an employee from Tennant Company:

- 1) Access The Work Number via the Web or telephone:
  - <http://www.theworknumber.com>
  - 1-800-367-5690
- 2) Enter:
  - Tennant Company Employer Code: 15857
  - The Employee's Social Security Number
  - Enter the Salary Key provided to you by the employee

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