

## Attention Macy's and Bloomingdale's Colleagues

- Are you buying a house or a car?
- Applying for a loan?
- Leasing an apartment?
- Do you need proof of employment, employment dates, and/or income?



Macy's and Bloomingdale's utilize **THE WORK NUMBER** to provide you and your verifier with employment and/or income verification services. You benefit from having control of the process, by authorizing others access to your information.

### To use THE WORK NUMBER, follow these easy steps:

#### COLLEAGUE

1. Obtain salary key (*If income information is not needed, skip this step and proceed to Step 2*)
  - a. Go to the web at [www.theworknumber.com](http://www.theworknumber.com) or call 1-800-367-2884
  - b. Enter the following information:
    - ✓ Macy's and Bloomingdale's Employer Code: 10260
    - ✓ Macy's Puerto Rico Employer Code: 90520
    - ✓ Your Social Security Number
    - ✓ Your PIN (for 1st time visitors, the default is your 8 digit Colleague ID number)
  - c. Select Create a Salary Key.
  - d. Write your salary key number in the box below.
  - e. Write your social security number in the box below.
2. Give this form to the person requesting proof of your employment and income.

#### VERIFIER

1. Access The Work Number by
  - a. WEB: [www.theworknumber.com/Verifiers/index.asp](http://www.theworknumber.com/Verifiers/index.asp) OR
  - b. PHONE: 1-800-367-5690

2. Enter **Macy's, Inc./ Bloomingdales Employer Code: 10260**  
**Puerto Rico Employer Code: 90520**
3. Enter Colleague Social Security Number \_\_\_\_\_ — \_\_\_\_\_ — \_\_\_\_\_
4. Enter the Salary Key \_\_\_\_\_ (*only if requesting income verification*).

### SPECIAL INSTRUCTIONS FOR SOCIAL SERVICES AGENCIES:

**THE WORK NUMBER** offers a wide range of services to Social Services clients.

**eXpress Service (Fee Charged)** Employment and income verifications are immediately available for a small fee per transaction via the Web, fax or phone. You simply enter your client's SSN, and any available data will be provided immediately online. A printer-friendly version of the verification is also available. And, caseworkers without web access can also call 800-660-3399 and obtain the same information voiced to them as well as by fax.

**Batch Service (Fee Charged)** It's as simple as sending us a Microsoft Excel compatible worksheet.

**Standard Service (FREE SERVICE!)** You can also obtain free information through The Work Number's Standard Service within several days by fax. To obtain verifications using the free, Standard Service, you must have the name of the employer as well as your client's SSN.

#### **Registered Users**

- Get verifications at [www.theworknumber.com/socialservices](http://www.theworknumber.com/socialservices) or 1-800-660-3399
- Enter your registered fax number and, if applicable, other identifying codes
- Your verification will be faxed directly to this pre-registered fax number

#### **Non-Registered Users**

- Please call 1-800-996-7566 to register. Registration is a one-time process and takes approximately 5 minutes.

Client Service Center  
Monday-Friday, 7 am – 8 pm (CST)  
1-800-367-2884 (Voice) 1-800-424-0253 (TTY-Deaf)