

Employment Verification

Grant Thornton uses The Work Number® to provide automated employment and income verifications for our employees and former employees. The Work Number is a fast and secure way to provide proof of your employment or income – a necessary step in many of today’s life events involving, credit, financing, or securing of benefits or services.

Here’s how it works:

1. Grant Thornton’s payroll department securely transmits employment and income data to The Work Number on a regular cycle, so the information remains current.
2. When you apply for credit or other services where proof of employment or income is required, you provide consent to the credit grantor to verify that information when signing the application.
3. The verifier – who has been carefully screened and credentialed prior to gaining access to the system – uses the Grant Thornton employer code: **16701** and your Social Security Number/Tax ID Number to look up your record on The Work Number database.
4. The verifier must provide a valid reason or permissible purpose for requesting the information, as defined by the Fair Credit Reporting Act (FCRA). The verifier must also have your consumer consent before requesting income or salary information.
5. With the above conditions met, the verifier can validate your employment or income in seconds.

Note: In some instances, you might be asked to provide a Salary Key prior to verifying your income information. A Salary Key is a unique six-digit number that allows one-time access to your income data.

Need help?

The Work Number Client Service Center is available Monday – Friday, 7AM-8PM (CT) at 800-367-2884.

If you still have questions after contacting The Work Number, please email ColleagueRelations@us.gt.com.

Need proof of employment or income?

Give the authorized verifier the following information:

1. The Work Number Access Methods
 - www.theworknumber.com
 - 1-800-367-5690
1-800-424-0253 for TTY if hearing impaired
2. Grant Thornton Employer Code: **16701**
3. Your Social Security/Tax ID Number

If asked to provide a salary key:

Give the authorized verifier the following information:

1. Visit www.theworknumber.com/employees or call 1-800-367-5690 (1-800-424-0253 for TTY if hearing impaired)
2. Enter the Grant Thornton Employer Code: **16701**
3. Enter your Social Security/Tax ID Number
4. Enter your eight digit PIN #
 - a. *Your initial PIN is the last 4 digits of your SSN and the year you were born*
5. Provide the salary key to the person seeking your proof of income and direct them to www.theworknumber.com to complete the verification process