



## EMPLOYMENT VERIFICATION INSTRUCTIONS for VERIFIERS

Biogen uses The Work Number® to provide automated employment and income verification for our employees. Please follow the instructions below to obtain the information you need:

**Option 1:** [www.theworknumber.com](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 Only

- 1) Contact The Work Number by using one of the above options.
- 2) Follow the prompted instructions.
- 3) You will need the following information:
  - Biogen® Employer Code: 12966
  - Employee's Social Security Number, provided by the employee.

### 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. (Employees may get a Salary Key by visiting [www.theworknumber.com/employees](http://www.theworknumber.com/employees) or calling 1-800-367-2884.)

#### New Users

Please call 1-800-996-7566 to register to use The Work Number. Registration is a one-time process and takes approximately 48 hours.

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

**The Work Number Client Service Center**  
Monday – Friday; 7:00 a.m. – 8:00 p.m. (CT)  
**1-800-996-7566**  
**1-800-424-0253** (TTY – Deaf)



Biogen 14 Cambridge Center Cambridge, MA 02142 Phone 617-679-2000

*Users of The Work Number understand that Biogen and TALX are not liable for the accuracy of the information provided or how the information is used. The information provided is subject to change and in no way should imply a promise of continued employment.*



## EMPLOYMENT VERIFICATION INSTRUCTIONS FOR FORMER EMPLOYEES

The Work Number service is used when you apply for a loan, need to provide reference check, lease an apartment or any other instance where proof of employment and/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 without income information?

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 Biogen:

- 1) Access The Work Number via the Web or telephone:
  - <http://www.theworknumber.com>
  - 1-800-367-5690
- 2) Enter:
  - Biogen's Employer Code: **12966**
  - 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. (central time)**

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

#### Need proof of employment plus 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>
  - **1-800-367-2884**

Biogen 14 Cambridge Center Cambridge, MA 02142 Phone 617-679-2000 [www.biogen.com](http://www.biogen.com)

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- 3) Select the Employee option and Login. To Login, have the following information:
  - Biogen's Employer Code: **12966**
  - Your Social Security Number: □ □ □ - □ □ - □ □ □ □
  - Your PIN: \_\_\_\_\_
    - If this is your first time logging on to the site, your PIN will default to the last 4 digits of Social Security Number + the 4 digits of your birth year (e.g., a Social Security Number of xxx-xx-1234 and a birth year of 1950 would result in a default PIN of 12341950)
    - After initial log-in, you will then be forced to change your PIN
    - Users have option to change their PIN at anytime
- 3) 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.)
- 4) 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 Biogen:

- 1) Access the Work Number via the Web or telephone:
  - <http://www.theworknumber.com>
  - 1-800-367-5690
- 2) Enter:
  - Biogen's Employer Code: **12966**
  - The Employee's Social Security Number: □ □ □ - □ □ - □ □ □ □
  - Enter the Salary Key provided to you by the employee: □ □ □ □ □ □

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