



To whom it may concern:

In regards to your request for verification of employment, Oasis, a Paychex® Company, has contracted with The Work Number, an automated employee verification system, to complete verifications of employment. Please refer to the enclosed instruction sheet to complete the verification. Oasis' Employer Code is 11556.

If you need to verify an employee's wage information, the employee will provide you with a pin number. This pin number is required in order to obtain their wage information.

If you regularly conduct verifications of employment and are not currently set up with The Work Number, you first need to register with them. This is necessary to validate your company is authorized to collect the requested information. Once your account is set up, you will be provided with a user ID and a password to access The Work Number verification system. There is a different process and phone number for government agencies than there is for other requestors, which is outlined in the instruction sheet.

In order to set up the account, you must call the Client Service number, which has both English and Spanish speaking operators available. Their number is located at the bottom of the instruction sheet. You should follow the prompts to get to a live operator or, visit their website at www.theworknumber.com.

Please note; when obtaining the employee information The Work Number will indicate Oasis Outsourcing as the employer. Due to the fact that Oasis is an outsourcing company, we are the "employer of record" for all of our clients. If you require confirmation of the name of the client the employee works for, the employee should direct you to their worksite employer to verify this information.

Thank you.

Human Resources Department

Oasis, a Paychex® Company