

VERIFICATION OF EMPLOYMENT INSTRUCTIONS FOR EMPLOYEES

I/N Tek and I/N Kote uses The Work Number, an automated employment verification service that allows you to have your employment and salary verified within a matter of minutes. You authorize access to your information, giving you complete control of the verification process. The process is safe, secure and easy to use for both you and your verifier (bank, mortgage co, landlord, dealership, etc.).

PROOF OF EMPLOYMENT ONLY

- Give the verifier needing proof of your employment the following information:
 - You social security number _____ - _____ - _____
 - Employer Name: I/N Tek and I/N Kote
 - Employer Code: 25110
 - The Work Number access options:
 - **Option 1:** www.theworknumber.com
Verifiers may use a credit card or become a member to get instant Web verifications.
 - **Option 2:** 1-800-367-5690
Verifiers may use a credit card or become a member to get a voiced or faxed verification in minutes.

PROOF OF EMPLOYMENT PLUS INCOME

Step 1) Access the Work Number either via the Web or telephone:

- Logon to www.theworknumber.com
- call 1-866-604-6572

Step 2) Enter the following information:

- Employer Name: I/N Tek and I/N Kote
- Employer Code: 25110
- You social security number _____ - _____ - _____
- Your PIN: default = last 4 of SSN + 4 digit year of birth (example: 12341975)
- You will be prompted to change your PIN.

Step 3) Select "Create a Salary Key" option and prepare to write down the six-digit number.

- A Salary Key is your consent for the verifier to access your earnings.
 - Salary Key _____

Step 4) Give the verifier the following information:

- You social security number _____ - _____ - _____
- Employer Name: I/N Tek and I/N Kote
- Employer Code: 25110
- Your Salary Key (from step 3 above) _____
- The Work Number access options:
 - **Option 1:** www.theworknumber.com
Verifiers may use a credit card or become a member to get instant Web verifications.
 - **Option 2:** 1-800-367-5690
Verifiers may use a credit card or become a member to get a voiced or faxed verification