

REQUEST FOR INFORMATION

This form is used to request Record of Employment and Copy of T4 / T4A.

Return completed form to
 EMILY CARR UNIVERSITY OF ART & DESIGN
 Payroll - Financial Services Department
 Room 202 in the North Building
 1399 Johnston Street
 Vancouver BC V6H 3R9

Colleague ID # :				Social Insurance # :			
NOTE: If you do not have a Social Insurance Number, you need to apply for one from a Service Canada office							
Personal Information							
(Circle One) Mr. Mrs. Miss Ms.							
Last Name			First Name			Preferred First Name	
Date of Birth	Year	Month	Day	Email Address:		Day time Contact Phone #:	
Employee Status		Home Address:					
<input type="checkbox"/> Active <input type="checkbox"/> Terminated		City		Province		Postal Code	

Request For Information require 3 Business Days Notice								
<ul style="list-style-type: none"> ○ Photo identification required to pick-up letters in person. ○ Due to confidentiality, ROE and T4/T4A will not be faxed to any location 								
<input type="checkbox"/> Web – E-Record of Employment (ROE) – <u>on-line only – no paper copies</u> <i>E-Record of Employment will be Automatically sent to Service Canada</i>			Last Day Worked :					
<input type="checkbox"/> Prior Years T4/T4A Copies – <i>Please indicate which year(s):</i>								
Pick Up	<input type="checkbox"/>	e-Mail	<input type="checkbox"/>	Mail	<input type="checkbox"/>	Employee Signature:		Date:

Please sign and forward to Financial Services for Processing.