



EMAILING PAY ADVICES

Financial Services distributes pay advices to all employees by email. All pay advice information is stored on a highly secure network server and does not contain personal or bank account details. Employees have a choice of pay advices being sent to their Emily Carr or personal email. If your email is lost or deleted, Financial Services will be able to resend the pay advice.

To authorize Payroll to send your pay advice electronically, complete and sign this form. You can change the destination email address at any time by notifying us in writing.

Thank you!

Please print clearly

Name: _____

Colleague ID #: _____

Email: _____

Signature: _____

Date: _____
