

Electronic Pay Statement Authorization Form

This form must be completed and signed by the employee in order to authorize electronic pay statements, which will be delivered bi-weekly via e-mail to the address indicated below. **Submit completed form to Payroll for processing.** An online version of this form is available at: **http://citywire.city.vancouver.bc.ca/epay**

Employee			
First Name:			
Last Name:			
Contact Phone: (-	Ext.	
Personnel Number:	(if available)	Birth Date:	
Department		N	M D D
☐ Business Planning ☐ EEO Program	n 🗌 Fire	Library	Park Board
☐ City Clerk's ☐ Engineering	☐ Human Resources	☐ Mayor & City Council	Police
☐ Community Services ☐ Financial Ser	rvices Law	Office of the City Manager	
If you are subscribed to electronic pay statements and wish to change your delivery to a different e-mail address, please indicate the e-mail you currently use for your electronic pay statement.			
Current E-mail:			
Select Delivery E-Mail Address Option 1: Deliver pay statements to my personal e-mail account. I have read and agree to the waiver statement below. Personal E-mail:			
Privacy/Consent: To assist in protecting my privacy, I acknowledge that the City will (i) encrypt my ePay statements, (ii) will not disclose my personal e-mail address to third parties, and (iii) will only use my personal e-mail address for the purpose of sending ePay statements to me. By signing this form, I consent to the City sending my ePay statements to my personal e-mail account on this basis. Option 2: Deliver pay statements to my work e-mail account.			
Work E-mail:			
Note: To obtain your ePay password, contact the IT Help Centre at 604-873-7127 (open from 7 am - 10:30 pm daily).			
Employee (signature)			Date
Office Use Only			
Processed By:	Date:	For Pay Perio	od: