



## Verification of Employment and Earnings

Please complete and send as an attachment with your Integrated Service Incident #

Name: _____	Employee ID: _____
Department: _____	Phone Number: _____
Unit/Other Information: _____	SIN _____
Home Address: _____	Email address: _____
City: _____ Province: _____ Postal Code: _____	Employee group: Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/>

Please indicate how you would like to receive the requested information: Mail  Email

### Requested Information

- Verification of Employment Letter      The Verification of Employment letter will include your name, title, department, current salary and length of employment at UBC.

**We do not provide paper copies for T4, T4A and Record of Employment.  
Please review the options below on how you can obtain your copies.**

#### Current and Past Employees

UBC issues tax slips online as PDFs that are identical to the printed form and are accepted by the Canada Revenue Agency (CRA) when filing your taxes.

T4 / T4A Copies

UBC faculty and staff can now access their payroll-related T4 and T4A tax slips for personal income tax returns [through Workday](#).

#### Former Employees

Former employees can access their T4s by visiting the [Revenue Canada](#) website.

Record of Employment

Former employees can access their Record of Employment by visiting [Services Canada](#) website.

Signature

Date

**Privacy Notification:** Your personal information is collected under the authority of section 26 (c), of the Freedom of Information and Protection of Privacy Act (FIPPA). This information will be used for employment purposes only. Questions about the collection of this information may be directed to [website@finance.ubc.ca](mailto:website@finance.ubc.ca)

Administration use only

Received Date:	Processed Date:	Processed By:
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