



REQUEST FOR INFORMATION

Please complete and return a signed copy to our office.

Name: _____

Employee ID or SIN: _____

Department: _____

Phone Number: _____

Unit/Other Information: _____

Email: _____

Home Address: _____

Please indicate your employee group:

City: _____ Province: _____ Postal Code: _____

Faculty Staff Student

The requested information will be mailed to the address provided on your employee record.

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.

Statement of Earnings (for current year only) The Statement of Earnings letter will provide you with information on gross pay, deductions and net pay for the current year only.

T4 / T4A Copies (former employees only) Copies of previous years T4 and T4As. Please indicate which years are required: _____

Current employees can print their own T4 copies.

Signature

Date