



Verification of Employment and Earnings

Please complete and return a signed copy to our office.

Name: _____ Employee ID: _____

Department: _____ Phone Number: _____

Unit/Other Information: _____ SIN _____

Home Address: _____ Email address: _____

City: _____ Province: _____ Postal Code: _____ Employee group: Faculty Staff Student

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.

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.

Current employees

Current employees can print their own T4 copies through the Self-service portal using their CWL ID and password.

T4 / T4A Copies [VPN connection](#) is required for access outside of UBC.

Former employees

Former employees can access their T4s by visiting [Revenue Canada](#) website. We do not provide paper copies.

Record of Employment Former employees can access their Record of Employment by visiting [Services Canada](#) website. We do not provide paper copies.

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

Administration use only		
Received Date:	Processed Date:	Processed By: