THE UNIVERSITY OF BRITISH COLUMBIA

Financial Services Department

305-2075 Wesbrook Mall

Vancouver BC V6T 1Z1

REQUEST FOR INFORMATION

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name ID# or SIN

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff Student Faculty

Department

 Daytime phone#:\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***INFORMATION REQUIRED***

**Verification Letter** Turn around time: 2 Business days

This letter will include your name, classification, department, current salary and length of employment at UBC.

Pick up in person at Financial Services-Payroll (General Services Administration Building)

\*\* ***Picture*** identification required to pick up letters in person

\*\* Due to confidentiality of the information, verification letters will not be faxed to any location

Mail to ***home address*** in a Personal/Confidential envelope. (Home address above is required)

**Record of Employment** Turn around time: 5 Business days

For terminated employees with a minimum of a 7 day break between employment. A record of your employment history and earnings required by the Canada Employment Centre in order to process your claim for Employment Insurance.

Pick up in person at Financial Services – Payroll (General Services Administration Building)

\*\* ***Picture*** identification required to pick up ROE’s in person

\*\* Due to confidentiality of the information, ROE’s will not be faxed to any location

Mail to ***home address***. (Home address above is required)

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Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date

 **OVER**

REQUEST FOR INFORMATION

**Statement of Earnings** Turn around time: min 5 Business days

This letter will provide you with information on gross pay, deductions and net pay.

Pick up in person at Financial Services-Payroll (General Services Administration Building)

\*\* ***Picture*** identification required to pick up letters in person

Mail to ***home address*** in a Personal/Confidential envelope. (Home address on reverse is required)

**Please specify the time period for which you need this letter**

**Start date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Year/Month/Day\* Year/Month/Day\***

**\*Must be *whole* pay periods.**

**T4 / T4A Copies** Turn around time: 3 Business days

Copies of previous years T4 and T4A’s made available by the Payroll Department

Pick up in person at Financial Services – Payroll (General Services Administration Building)

\*\* ***Picture*** identification required to pick up T4 and T4A’s in person

\*\* Due to confidentiality of the information, T4 and T4A’s will not be faxed to any location

Mail to ***home address***. (Home address on reverse is required)

**Please indicate which years are required** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***\*\*\* Please sign front of page to request this information***