

## ONLINE PAYROLL AUTHORIZATION

You will be able to view copies of each of your pay stubs for the current calendar year. Each pay stub will only show you the current pay period information. You will have access to year-to-date payroll information as well; however, it will not appear on your check stub. You will also be able to view future W-2s.

**The electronic stub will only show the last four digits of your social security number and will not have your home address. The information will only be available to you using a user ID and a password that will be issued to you.**

**You must provide a valid email address for an online account to be set-up for you. You will be provided instructions once the account is set-up for you.**

Please respond **yes** that you would like to have your pay stub on-line access to the Internet. An email address is required. If you do not have an email address, you can elect to have one created for you by checking the appropriate place below. You will then be provided instruction on accessing the email to activate your online payroll information account.

**YES**, I would like to receive my pay stub and W-2 electronically via the Internet.

My Email address: \_\_\_\_\_  
(Required)

Note: If you do not presently have an email address you are able to obtain a free email address from Yahoo, Gmail, and many other email providers. An email address is required for online access.

Once your online payroll account is active you will be able to change your address and W-4 selections directly online.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date