

THE UNIVERSITY OF BRITISH COLUMBIA
UBC Okanagan - Finance
3333 University Way
Kelowna, BC V1V 1V7

REQUEST FOR INFORMATION

Name

ID# or SIN
 Staff Student Faculty

Department

Home address

Email address:

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 UBC Okanagan – Finance (ADM002)
** **Picture** identification required to pick up letters in person
** Due to confidentiality of the information, verification letters will not be faxed/e-mailed to any location
 Mail to **home address** in a Personal/Confidential envelope. (Home address above is required)

- 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 UBC Okanagan – Finance (ADM002)
** **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 _____

- 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 UBC Okanagan – Finance (ADM002)
** **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.

- Record of Employment**
Employers who submit ROEs electronically are no longer required to print a paper copy for their employees. As all ROEs for UBC Okanagan are submitted electronically we will no longer be providing paper copies.
Employees are able to view and/or print copies of the data contained in the electronic ROEs submitted by visiting My Service Canada Account on Service Canada's website: www.servicecanada.gc.ca.

Signature

Date