



## **City of Missoula Authorization Agreement for Electronic Payroll Forms**

The City of Missoula is providing to employees the option to receive their direct deposit paystubs and other various payroll forms by E-mail.

### **Electronic Authorization**

I hereby authorize the City of Missoula to send my pay stub and other payroll related forms to my E-mail address provided below. I understand I will receive the E-mail version of these forms in place of the paper version. I also understand that this E-mail address will continue to be the address on file until the City of Missoula receives written notice from me of a change of electronic mail address.

Employee Name: \_\_\_\_\_

Preferred E-mail Address (work and/or personal): \_\_\_\_\_

\_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

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### **Paper Authorization**

\_\_\_\_\_ By checking here and signing below I hereby notify the City of Missoula that I wish to receive my pay stub and other payroll related forms in a paper form.

Check here to **DISCONTINUE** receiving electronic pay stubs or other payroll related forms.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

Please return completed form to City of Missoula, Finance Payroll.