

REQUEST FOR INFORMATION FORM

(Delays for all forms can be expected during peak times: August, September, January)

Name: _____	Employee ID: _____
Department: _____	Employee Group: Faculty Staff Student
Unit/Other Information: _____	SIN: _____
Home Address: _____	Phone Number: _____
City _____ Province: _____ Postal Code: _____	Email Address: _____

Please indicate how you would like to receive the requested information: Mail Pickup

Requested Information		
<u>Verification of Employment Letter</u>	This letter will include your name, title, department, current salary and length of employment at UBC.	Turn Around Time: Minimum 2 business days
<u>Record of Employment</u>	Employers who submit ROE's electronically are no longer required to print a paper copy for their employees. As all ROE'S for UBC Okanagan are submitted electronically, paper copies will no longer be provided. Employees are able to view and/or print copies of the data contained in the electronic ROE's submitted by visiting My Service Canada Account on Service Canada website: www.servicecanada.gc.ca	Turn Around Time: Minimum 2 business days
T4 / T4A Copies We do not provide copies of prior year T4s	Current employees: can print their own T4 copies through the self-service portal using their CWL ID and password. VPN connection is required for access outside of UBC. We do not normally provide paper copies due to UBC's commitment to sustainable office practices. Former employees: can access their T4s by visiting Revenue Canada website.	
Permanent Residency Apply early!	Created from standard templates – customization is NOT allowed Verification Letter - will include jobs worked, department, date of appointments and type/rate of pay. The completed Verification Letter needs to be given to your department for completion. Statement of Earnings - for complete years to match totals on the tax slips; current year to the most recent full month only The completed Statement of Earnings needs to be given to your department for completion.	Turn Around Time: minimum 15 business days
Other Request/ Comments		
Important: Picture identification is required to pick up letters in person.		

Signature: _____
Date (mm/dd/yyyy): _____