



REQUEST FOR INFORMATION FORM

This form is for UBC Okanagan members only

(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: UBC Email Pickup or Mailed

Requested Information		
Verification of Employment Letter	This letter will include your name, title, department, current salary and length of employment at UBC.	Turn Around Time: Minimum 2 business days
Record of Employment	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 <i>We do not provide copies of prior year T4s</i>	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 <i>Apply early!</i>	Created from standard templates – customization is NOT allowed Verification Letter - will include jobs worked, department, date of appointments and type/rate of pay. <i>The completed Verification Letter needs to be given to your department for completion.</i> Statement of Earnings - for complete years to match totals on the tax slips; current year to the most recent full month only <i>The completed Statement of Earnings needs to be given to your department for completion.</i>	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): _____