



To Our Employees,

We would like to start e-mailing your paystubs rather than mailing them. This will cut down on postage cost as well as be environmentally friendly. You will also receive your paystubs in a timelier manner.

You are not required to do this, but it is highly recommended. Please sign below giving us permission to e-mail you your paystubs and serve you better.

Thank you,

Sandy Rogers
Payroll Manager

Employee's full name (please print) _____

Employee's Signature _____ Date: _____

Employee's current e-mail address: _____

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