



PAY STUB AND INCOME TAX SLIPS

Champlain Regional College provides its employees with their pay stub and income tax slips (T4 and Relevé 1) in electronic format.

Employees who have access to Omnivox can consult and retrieve their pay stub and income tax slips online. It is also possible to request, in Omnivox, receipt by email of their pay stub.

Employees who do not have access to Omnivox can also request to receive, via email, a copy of their electronic pay stub by indicating their email address in section 1.

Any employee who wishes to receive a paper copy of their income tax slips must complete section 2.

SECTION 1 – REQUEST TO RECEIVE PAY STUB BY EMAIL

(for employees who do not have access to Omnivox)

- I hereby request Champlain Regional College to issue my pay stub electronically to the following email address:

SECTION 2 – REQUEST TO RECEIVE MY INCOME TAX SLIPS IN PAPER FORMAT

- I hereby request Champlain Regional College to issue my income tax slips in paper format.

Please print your name

Signature

Date

PLEASE RETURN THE DULY COMPLETED AND SIGNED FORM TO HUMAN RESOURCES.

RESERVED FOR HUMAN RESOURCES: Include in active directory