

REQUEST FOR INFORMATION

This form is used to request a Verification Letter, Immigration Letter, Record of Employment, and Copy of T4 / T4A.

Request for Information email: Payroll@sfu.ca or Fax: 778-782-6644

SFUID # :				Social Insurance # :			
<i>NOTE: If you do not have a Social Insurance Number, you need to apply for one from a Canadian Human Resource Centre.</i>							
Personal Information							
(Circle One) Mr. Mrs. Miss Ms. Prof. Dr.							
Last Name			First Name			Preferred First Name	
Date of Birth	Year	Month	Day	Email Address:		Contact Phone #:	
Department Name :				Department Phone # :		Other Phone#:	
Employee Status		Home Address:					
<input type="checkbox"/> Active <input type="checkbox"/> Terminated		City		Province		Postal Code	

Request For Information Requires 7 Business Days Notice			
<ul style="list-style-type: none"> ➤ Photo identification required to pick-up letters in person. ➤ Due to confidentiality, letters cannot be faxed to any location without written consent from the employee. 			
<input type="checkbox"/> I the undersigned have given my consent to SFU fax my information to:			
<input type="checkbox"/> Employment Verification Letter – Mortgage / Credit Verification			
<input type="checkbox"/> Immigration Canada Letter – Verification of Employment			
<input type="checkbox"/> Web – E-Record of Employment (ROE) – <i>on-line only – no paper copies</i> <i>E-Record of Employment are Automatically sent to Employment Insurance</i>			Last Day Worked :
<input type="checkbox"/> Prior to Year 2006 T4/T4A Copies – <i>Please indicate which year(s):</i> <i>T4 / T4A for 2006- to-date are on-line MySFU/MyInfo</i>			
Pick Up <input type="checkbox"/>	e-Mail <input type="checkbox"/>	Mail <input type="checkbox"/>	Employee Signature:
			Date:

Please sign and forward to payroll for Processing.