



**AUTHORIZATION AGREEMENT FOR ELECTRONIC PAY STUB SUBMISSION  
UPPER COLUMBIA CONFERENCE OF SEVENTH-DAY ADVENTISTS**

The Upper Columbia Conference is providing to those employees who receive their paychecks by direct deposit the option of receiving their pay stub by electronic mail (E-mail).

Pay will continue to be available to draw from on the regularly scheduled pay dates – usually the thirtieth of the month or the nearest business day.

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**Electronic Authorization**

I hereby authorize the Upper Columbia Conference to submit my pay stub to my E-mail address provided below. I understand I will receive this email version of my pay stub in place of the paper version. I also understand that this E-mail address will continue to be the address until the Upper Columbia Conference Human Resources Department receives WRITTEN notice from me of a change of electronic mail address.

Receiving an electronic version of my pay stub will remain in effect until the Upper Columbia Conference Human Resources Department receives WRITTEN notice from me that I choose to receive a paper version of my pay stub.

EMPLOYEE NAME \_\_\_\_\_  
(please print)

EMPLOYEE SIGNATURE \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

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**Paper Authorization** (only needed to **discontinue** electronic pay stub)

\_\_\_\_\_ By initialing here and signing below I hereby notify the Upper Columbia Conference that I wish to receive my pay stub in a paper form.

EMPLOYEE NAME \_\_\_\_\_  
(please print)

EMPLOYEE SIGNATURE \_\_\_\_\_

DATE: \_\_\_\_\_

**Please return** completed form to UCC Human Resources Department. Email: [hr@uccsda.org](mailto:hr@uccsda.org);  
Fax: 509-242-1431; or Mail: 3715 S. Grove Rd., Spokane, WA 99224