



City of Missoula Authorization Agreement for Electronic Payroll Forms

The City of Missoula is providing to employees the option to receive their direct deposit paystubs and other various payroll forms by E-mail.

Electronic Authorization

I hereby authorize the City of Missoula to send my pay stub and other payroll related forms to my E-mail address provided below. I understand I will receive the E-mail version of these forms in place of the paper version. I also understand that this E-mail address will continue to be the address on file until the City of Missoula receives written notice from me of a change of electronic mail address.

Employee Name: _____

Preferred E-mail Address (work and/or personal): _____

Employee Signature: _____ Date: _____

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Paper Authorization (only needed to discontinue electronic pay stub)

By checking here and signing below I hereby notify the City of Missoula that I wish to receive my pay stub and other payroll related forms in a paper form.

Employee Name: _____

Employee Signature: _____ Date: _____

Please return completed form to City of Missoula, Finance Payroll.

Submit to Payroll