

Pay Stub Email Address Change Form



NOTICE OF TERMS

EFFECTIVE *MARCH 9, 2018*, ALL PAY STUBS FOR EMPLOYEE PAYROLL WILL BE DELIVERED ELECTRONICALLY. THE DEFAULT EMAIL FOR ELECTRONIC PAY STUBS WILL BE THE EMPLOYEE'S WORK EMAIL ASSIGNED BY THE TULALIP TRIBES OF WASHINGTON.

EMPLOYEES MAY ELECT FOR THEIR ELECTRONIC PAY STUBS TO BE DELIVERED TO A NON-GOVERNMENT ISSUED EMAIL (IE: PERSONAL EMAIL). TO DO SO, WRITTEN CONSENT AUTHORIZING PAYROLL TO SEND THE PAY STUB TO AN ALTERNATE EMAIL IS REQUIRED TO BE COMPLETED BY THE EMPLOYEE AND PROVIDED TO PAYROLL.

CONTACT INFORMATION

FIRST NAME

LAST NAME

ALTERNATIVE EMAIL ADDRESS

AGREEMENT

By signing below, I hereby consent to receiving my payroll stubs and any and all payroll related notices, disclosures, and other communications via the email address provided above. It is my responsibility to ensure my contact information is accurate, complete, and updated as often as is necessary. I also understand that any changes I make to my contact information, especially my email address, may affect or prevent the electronic delivery of such payroll stubs and communications. I acknowledge that I am solely responsible for the privacy of my email account and maintaining the confidentiality of my password and email account information.

DATE

SIGNATURE

This form may be scanned and emailed to payroll@tulaliptribes-nsn.gov, or faxed to (360) 716-0231

Questions? Contact the Payroll Department at (360) 716-4362

6406 Marine Drive, Tulalip, WA 98271