



"Enterprise-Wide
Personnel & Technology
Solutions"

Authorization to Send Paycheck Remittance Advice via E-mail

By signing below, I ("employee") hereby authorize Personal Enterprises, Inc. ("PEI") to regularly send confidential paycheck information via electronic mail to the address provided below. PEI will use commercially accepted methods to safeguard the transfer of confidential information. However, employee acknowledges that e-mail is inherently not secure and that confidential information could be intercepted by a third party without the knowledge of PEI or employee.

This authorization shall remain in effect until PEI receives a written termination notice and has reasonable opportunity to act on it. This authorization will not affect PEI's regular postal mailings of printed paychecks or direct deposit remittance advice.

Use of this service is optional and is offered strictly for employee convenience. The method¹ and/or means used to secure, encrypt and electronically transmit confidential paycheck information to employees are subject to change without notice and are controlled by a commercial payroll service provider.

Authorize sending of paycheck information via e-mail

Change e-mail address used for paycheck information

Terminate e-mailing of paycheck information

Name of Employee (please print):

E-mail address (only one allowed):

Employee Signature

Date

¹ Confidential information is contained in a password protected/encrypted .PDF file that is attached to an e-mail. This method is subject to change without notice and is controlled by a commercial payroll service provider.

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