



READING SCHOOL DISTRICT

EMPLOYEE EMAIL AUTHORIZATION FORM

I hereby authorize the Reading School District to email my biweekly direct deposit paystub to my school district email account. If I do not currently have a RSD email account, I authorize the RSD to create one for me.

You will receive an email from payrolldept@readingsd.org with your pay voucher attached as an adobe reader PDF file.

NAME (print): _____

EMPLOYEE ID NUMBER: _____

SIGNATURE: _____

DATE: _____

PLEASE RETURN FORM TO THE HUMAN RESOURCES DEPARTMENT