



Montgomery Township Electronic Paystub Authorization

You will receive an electronic copy of your bi-weekly paycheck voucher via e-mail rather than a paper voucher. An e-mail from "BSA PR SYSTEM" will contain a password-protected PDF file attachment. Your password to access your paycheck voucher will be the last four (4) digits of your social security number. Typically, you will receive this e-mail when the payroll process is completed, meaning a couple of days prior to the actual pay date. It is recommended that you designate a personal e-mail address, as this information is yours and should be retained.

Please notify the payroll department with any updates or changes to your designated e-mail address.

By completing and returning this authorization, you will receive the electronic delivery of your bi-weekly paystub voucher from BSA PR SYSTEM via e-mail.

Employee Name: _____

E-Mail Address: _____

Signature: _____ **Date:** _____