



Montgomery Township Electronic Paystub Authorization

Montgomery Township provides employees the option to receive their direct deposit paystub vouchers by email. On a bi-weekly basis, you will receive an email from "BSA PR SYSTEM" that 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.***

I hereby authorize Montgomery Township to submit my paystub to my email address provided below. I understand that I will receive this email version of my paystub in place of the paper version. I also understand that it is my responsibility to notify the payroll department immediately if my email address changes. This election will remain in effect until a change request is submitted to Montgomery Township.

Employee Name: _____

Email Address: _____

Signature: _____ Date: _____

Please notify Meg Swiggard at 215-393-6912 or mswiggard@montgomerytp.org with any updates or changes to your designated e-mail address.