

I, _____, hereby authorized Steven Brewer & Company, CPAs, PC, as the payroll processor for my employer

_____ to establish an employee portal by which I will be able to access all of my pay stubs and W-2s issued through them. I also understand that no paper copies of pay stubs or W-2s will be issued as that information is on the employee portal.

Employee Signature

Date

Employee Name as it shows on the Paycheck:

Email

Address: _____

Items to Note about the Employee Portal:

1. Pay stubs will be available on the check date of the paycheck and not before.
2. An employee will be able to submit address changes only via the employee portal.
3. Any other changes to my withholdings, deductions, etc. must be submitted via the payroll department of my employer.