

## IPAY OPT OUT FORM

EMPLOYEE NAME (print) \_\_\_\_\_

EMPLOYEE NUMBER \_\_\_\_\_

**REASON FOR OPT OUT**

*Please select one:*

No computer access

No printer

No e-mail address

Other (please explain) \_\_\_\_\_

**OPT OUT OF ELECTRONIC EARNINGS STATEMENT**

I hereby choose to OPT OUT of electronic statements posted online for the reason(s) stated above and request that American Water continue to provide me with paper earnings statements.

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Signed form should be sent to SSC\_HR\_Payroll via fax (856) 672-2872 or e-mail. Your change will be made as soon as administratively possible.