



VGC Group  
Cardinal House  
Bury Street  
Ruislip  
HA4 7GD  
Tel: 01895 671 780  
Fax: 01895 671 799

### **Confirmation of email address for electronic payslips**

VGC has introduced electronic payslips for weekly paid staff, to replace the current paper payslips. There are several benefits to having electronic payslips:

- secure and instant access to your weekly payslip information on email
- reduces risk of lost or misplaced paper payslips
- you will get your pay information faster
- better for the environment
- 24 hour access to your historical payslips.

You will need to give VGC an email address to which your weekly itemised electronic payslip will be sent. When you get your electronic payslip you will have to enter a password to access your itemised payslip.

**Your password will automatically be programmed to be your unique National Insurance number.**

Please tick and sign below to confirm that you would like to receive your weekly payslip and general correspondence electronically and provide a valid email address. Please email the form back to [Payroll@vgcgroup.co.uk](mailto:Payroll@vgcgroup.co.uk)

---

**I confirm that I would like the following documentation to be sent electronically to my email address provided below:**

- Electronic payslip**
- General correspondence**

Full name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Email address: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_