

# Ranger Land Systems, Inc.

## A Defense Services Company

### Electronic Payroll Statement Authorization

With the information provided below and your signature, you request to receive an electronic version of your direct deposit bi-weekly payroll statement via secure e-mail with the understanding of the following guidelines:

1. Participation in this process is strictly voluntary. Upon signing this document, you must provide a secure email address that only you have access to in order to prevent your personal and financial information from being stolen or compromised.

\*Electronic pay statements are in PDF format and are viewable and printable using Adobe Acrobat Reader software. For those who do not have this software, the product is available free at [get.adobe.com/reader](http://get.adobe.com/reader).

2. If we do not have this form on file for you, you will receive a paper statement that will be sent to the address that is on file with the Human Resources Department. If at any time you wish to change the address to which your paper statement is mailed, or if you would like to stop receiving your payroll statements via email, you must contact Stacey Hite in the human resources department and provide her with alternate mailing address/e-statement information in writing.

Stacey A. Hite  
Office (256) 533-7538 Fax (256) 533-7657 [hites@ranger-land.com](mailto:hites@ranger-land.com)

3. If you contest any portion of your payroll statement, or discover inaccurate information, please contact Sun Spearin in the Payroll Department. You must submit a claim in writing, referencing any discrepancies that you find with your statement. The matter will then be thoroughly investigated and you will receive correspondence regarding the final outcome of your claim once the investigation has been completed.

Sun Spearin, Payroll Department  
Office (256) 533-7538 Fax (256) 533-7657 [spearins@ranger-land.com](mailto:spearins@ranger-land.com)

This document must be completed in full and submitted to Stacey Hite in HR before official enrollment in the Electronic Payroll Statement program can begin. You should begin receiving your e-statements the payroll period following the date that HR receives your authorization form.

Employee Name \_\_\_\_\_

Please Print

Last 4 Numbers of SSN \_\_\_\_\_

Email Address \_\_\_\_\_ Confirm Email Address \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

For Human Resources Only: Ranger Employee Number \_\_\_\_\_

Date Received \_\_\_\_\_ Effective Date \_\_\_\_\_ Program Termination Date \_\_\_\_\_