



McGill

Authorization to Release Confidential Information

(Casual employees must contact their department)

Date:

From: Human Resources – Shared Services

To:

McGill ID Number:

McGill University has received a request to provide the following information:

- Confirmation of Employment
- Confirmation of Earnings
- Other (specify)

To release this information, we require your written authorization. Please indicate your preference by completing the appropriate section below.

Note: It will take a minimum of 2 working days to process your request

“I authorize McGill University to release the above mentioned.”

Signature

Phone Number

Date:

“I do not authorize McGill University to release the above mentioned.”

Signature

Phone Number

Date:

Please return this form duly signed to:

Human Resources – Shared Services
 688 Sherbrooke Street West, suite 1520
 Montreal (Quebec) H3A 3R1
 Fax: 398-1032