

## **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 5 working days to process your request***

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

Signature