

[date]

GA

Dear Sir/ Madam:

RE: client name

Please complete the attached Confirmation of Earnings form (HSD2181A) on the above mentioned person and return it by mail or fax to the address/number shown below.

This request for information is for the period [enter month and year] to [enter month and year]. Please use a separate form for each year.

Please note that the requested information is for net earnings after standard payroll deductions for income tax, employment insurance, medical insurance, Canada Pension Plan, superannuation, company pension plan and union dues. Amounts for meal allowances, advances, or other stipends should be included in net earnings.

I would appreciate it if you would treat this matter confidentially.

Thank you for your cooperation. If you have any questions, please contact me at the number shown below.

Yours truly,

Ministry Worker
HSD2181(10/11/23)

Original – Employer, Copy – Ministry file

The collection, use and disclosure of personal information is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.