



Seaspan ULC
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ELECTRONIC PAY ADVICE AUTHORIZATION

To receive your pay advice electronically, please follow the instructions below:

STEP 1: Complete this form return to the payroll team as follows.

For salaried/administration payroll:

Scan and send via email to SalariedPayroll@Seaspan.com

Mail to Salaried Payroll at 115 Carrie Cates Court, North Vancouver, BC V7M 3J4

For hourly shipyards and marine payrolls:

Scan and send via email to HourlyPayroll@Seaspan.com

Mail to Hourly Payroll at 115 Carrie Cates Court, North Vancouver, BC V7M 3J4

☐ I hereby authorize Seaspan ULC to send my pay advice and pay remittances electronically to the e-mail address provided below.

Email address: _____

You may use your Seaspan email or a personal email.

Name (Please Print)

Employee #

Signature

Date

STEP 2: once you submit this form, you will receive an email requesting your confirmation (to the email you indicated above). Please check your email and junk email and reply with your confirmation ASAP. If we do not receive your confirmation, you will not receive electronic pay advice. There might be a delay of one pay cycle before your pay advice is received electronically due to payroll cutoff deadlines.

STEP 3: Once you are setup, the payroll system will generate a .pdf file that will be emailed directly to the email address provided above. The .pdf file will be protected by a password, which will consist of your last name (case sensitive) followed by the last four digits of your Social Insurance Number ("SIN").

If you have any questions, please feel free to contact Maria Pistilli at mpistilli@seaspan.com or contact the payroll team at the addresses listed above.