

**Wayne Trace Local School
4915 US RT 127
Haviland, Ohio 45851**

Consent to Receive Electronic Notices

<i>Name</i>	<i>Last 4 digits of Social Security #</i>
<i>Email Addresses</i> <small>(first email must be your WT google address if full time Wayne Trace employee)</small>	
<i>Employee Address</i>	
<i>City</i>	<i>State</i> <i>Zip</i>

I understand that:

1. The following documents and/or notices may be provided to me electronically:
 - Summary Plan Descriptions
 - Summaries of Material Modifications
 - Summary Annual Reports
 - COBRA Notices
 - Summary of Benefits and Coverage
 - Annual Notices
 - Payroll Notifications
 - Correspondence
2. I may provide notice of a revised email address or revoke my consent at any time without charge by completing a new form and returning it to the Treasurer's department.
3. I am entitled to request and obtain a paper copy of any electronically furnished document free of charge by contacting the Treasurer's department.
4. In order to access information provided electronically, I must have
 - A computer with Internet access,
 - An email account that allows me to send and receive emails,
 - Microsoft Word 2000 (or higher) or Adobe Acrobat Reader 6.0 (or higher).

I hereby agree to electronic delivery of notices provided to me.

Signature

Date

Please return to:
Lori Davis, Treasurer
Wayne Trace Local School
4915 US 127
Haviland, OH 45851