

Password and approved e-mail addresses form

MP name	
Password	
Prompt (optional – if given we will state this when we ask for your password, as a reminder)	
Staff who should have access to expenses information but <u>not</u> payroll information	
Approved e-mail addresses	

If you do not wish to provide a password or list of e-mail addresses please confirm by ticking one or both of the boxes:

I do not wish to provide a password

I do not wish to provide a list of approved e-mail addresses

MP's signature	
Date	

We will ask for the password each time specific information is requested on the telephone about your expenses or payroll arrangements. If the password is not provided we will be unable to supply the information. If specific information is requested about your expenses by e-mail, we will only respond if the e-mail address is listed above. We will still answer general questions from any caller or e-mail address.