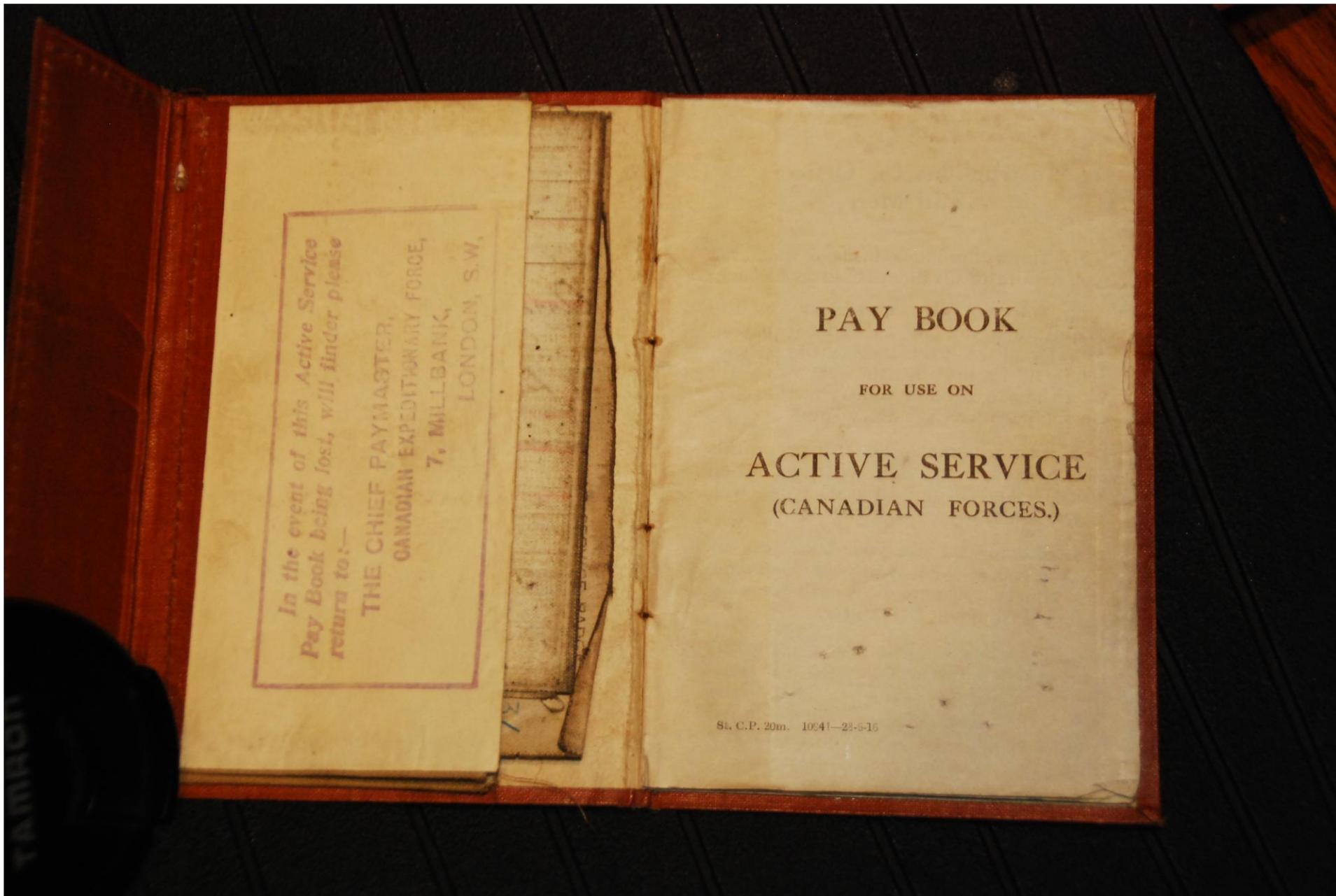


Private Ernest Herbert Emery's "Canadian Pay Book for use on Active Service," digitized from his son Dick Emery's personal collection, photographed by Ben Fast in Colwood on 27 May 2013.

E.H. Emery's Pay Book, Front Cover



*In the event of this Active Service  
Pay Book being lost, will finder please  
return to:—*

THE CHIEF PAYMASTER,  
CANADIAN EXPEDITIONARY FORCE,  
7, MILLBANK,  
LONDON, S.W.

# PAY BOOK

FOR USE ON

## ACTIVE SERVICE (CANADIAN FORCES.)

St. C.P. 20m. 10741—23-5-15

Inside cover page of E.H. Emery's Pay Book for Active Service (Canadian Forces)

- 1 -

## Instructions for Officers and Men

1. You will produce this book whenever you require an advance of cash on account.
2. You will give a receipt, on the acquittance roll of the Officer paying you, for all cash advances made to you. The Officer making the payment will sign the corresponding entry in this book on the page for Cash Payments.
3. You will make no entries in this book, except to sign your name on pages 3 and 7, and to make your will, if you so desire, on page 20.
4. Should you lose your book you will at once report the loss to your Commanding Officer. A new book will then be obtained from the Paymaster.
5. This Pay Book is only a memorandum of payments and charges. It is not the full account of a soldier, and on discharge from the service, or when required, it must be delivered up to the Paymaster.

1013

- 2 -

Regiment or Corps ..... *East Ont. Regt*  
*Depot.*

Squadron, Battery, or Company .....

No. *180778* Rank *Private*

NAME in full *Emery Ernest Herbert*

Date of Attestation *17 Nov 1915*

Religious Persuasion *Methodist*  
*Member*

If serving in a unit of the Active Militia prior to Mobilisation, the designation of such unit should be clearly stated here—

.....

NOTE.—The account of the soldier while on active service will be kept in the Office of the Chief Paymaster in London.

Pages 1 and 2 of E.H. Emery's Pay Book for Active Service (Canadian Forces). "Instructions for Officers and Men" and personal information

- 3 -

Daily Rates of—

	\$	c.
† Pay.....	1	
† Field Allowance .....		10
Total daily rate .....	1	10
Monthly rate for 30 days at \$ 1.10 .....	33	
Deduct Stoppages on account of assigned pay, amount per month .....	15	
Difference, net rate per month of 30 days .....	18	

*E. H. Emery*  
.....  
Signature of Soldier.

*E. J. Wells*  
.....  
Paymaster.

27 Feb 1918 CAN. CONV. HOS.  
MONKS HORTON.  
Date and Station .....

† Subject to amendments (if any) on page 4.

- 4 -

For use in case the Rates of Pay given on p. 3 require to be amended—

(1)  
The Rate of Pay for issue has been reduced or raised to.....\$......c. (words)  
.....  
from.....191, on account of.....  
.....  
.....  
Paymaster.

(2)  
The Rate of Pay for issue has been reduced or raised to.....\$......c. (words)  
.....  
from.....191, on account of.....  
.....  
.....  
Paymaster.

\* NOTE.—The above rates should be verified, whenever opportunity offers, by the Paymaster compiling the man's account. A new book should be issued, if necessary, the Paymaster forwarding the old one to Paymaster at the Base, for transmission to the Chief Paymaster, London.

Pages 3 and 4 of E.H. Emery's Pay Book for Active Service (Canadian Forces). Pay rates and amendments



*old book sent to London*

Signature of Officer or Man .....  
Book opens on *1st Feb 1918* ..... (For the Daily Rate  
of Pay see pages 3 and 4, and Note on page 6.)  
Net balance Creditor or Debtor (latter in red ink) on the date  
book opens *E. H. Emery* .....

Paymaster.

### CASH PAYMENTS AND REMITTANCES.

Date	Place	Amount	Signature of Officer Making Payment
1918 Feb 1	CAN. CONV. HOEL, MONKS HORTON	£1	<i>10/1/18 (extra) from</i>
21	do	£1	<i>- 22/1/18 Sold book</i>
25 FEB 1918	CAN. CONV. HOEL, MONKS HORTON	£10	<i>- 22/5/18 1/18</i>
MAR 18 1918	SEAFORD.		<i>700/1850 7/11/18</i>
APR 12 1918	SEAFORD.		<i>100/1850 11/12/18</i>
15/5/18	do	£3	<i>0/1850 7/11/18</i>
27/5/18	do	£2	<i>0/1850 11/12/18</i>
13/6/18	do	£1	<i>10/1850 11/12/18</i>
25/6/18	do	£2	<i>11/1850 11/12/18</i>

Cash entries to be shown in actual currency paid, i.e. Sterling in England, Francs in France.  
*30.6.18 C.T. London Bal one shilling two dollars 100 no defined pay*

Pages 7 and 8 of E.H. Emery's Pay Book for Active Service (Canadian Forces). "Cash Payments and Remittances." Writing: "old book sent to London"

Cash payments made to.....

Date	Place	Amount	Signature of Officer Making Payment
16.11.19	Canada	15.00	<i>[Handwritten Signature]</i>

**Information for the Canadian Soldier.**

The Canadian Pay and Record Office, Westminster House, 7, Millbank, London, S.W., is a central information Bureau which links up the Officers and men of the Canadian Contingents with their relations in all parts of the world; consequently to enable that Office to be in a position at all times to furnish the latest information to relatives and friends, it is essential that the Unit in the Field should send accurate information to the D. A. G.'s Office at the Base (D. A. A. G., Canadian section) concerning any casualties affecting the Officers and men immediately they occur. Each individual Officer and man can assist the work of the Canadian Pay and Record Office if he carries out the following instructions:—

1.—If the address of his next of kin, i.e., wife, father, mother, etc., as shewn on the attestation paper is changed, he should immediately notify the change to the Adjutant and also correct the entry on page 5 of his Pay Book. The Adjutant will then notify the Record Office, London, of the change.

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Pages 11 and 12 of E.H. Emery's Pay Book for Active Service (Canadian Forces). "Cash Payments and Remittances" cont'd and "Information for the Canadian Soldier"

2.—If you are sent to hospital in the United Kingdom, send a postcard, as soon as possible, to the Canadian Record Office, 7, Millbank, London, S.W., giving Regimental No., Rank, Name and Unit, and name of hospital, with date of admission, and also report your transfer to any other hospital in England.

3.—If sent back from the front, you are taken on the strength of a Reserve Unit from the date of your admission to hospital in England.

4.—If you are taken prisoner be sure to send a letter or postcard to Canadian Record Office, giving your address, and any other particulars which are allowed to be written. This is much better than writing elsewhere, as the Record Office immediately cables the information to Canada, and informs your next of kin, so that they will have immediate notification of your whereabouts. A prisoner is allowed to write one postcard a week and one letter every fortnight, and the Pay and Record Office, if advised, can make arrangements to send comforts to prisoners, through the Canadian Red Cross Society.

5.—If you are taken prisoner and wish to assign a small portion of your pay, say 10s. a month to the Canadian Red Cross Society, for the purpose of purchasing comforts, write to the Chief Paymaster, Westminster House, 7, Millbank, London, and necessary action will be taken.

6.—If you are sent to hospital in England from the front, your Pay Book will be taken from you and sent to the Chief Paymaster, as you are not allowed to receive money while in hospital, but on return to your Reserve Unit you can obtain an advance of pay from the Regimental Paymaster before proceeding on furlough. While in hospital a man is not allowed to have money or valuables in his possession. Stamps, writing materials, etc, will be obtained on application to the Medical Officer on form AB. 38, which on completion will be sent to the Chief Paymaster. This does not affect Military Convalescent Hospitals.

7.—If you belong to a Reserve Battalion or Unit stationed in England, you will always apply to the Regimental Paymaster for pay, not to the Chief Paymaster.

8.—Be careful not to lose your Pay Book; it should always be kept in the inside pocket of your jacket, don't leave it in a Kit Bag, etc.

9. It must be thoroughly understood that if you have an assignment of pay, an amount equal to one month's payment is kept back from your pay as a Credit in your Pay List to prevent loss.

10. On transfer to another Unit, your Pay Book is required to be forwarded by the Regimental Paymaster to the Chief Paymaster's Office for verification.

11. Always state your Regimental No., Rank, Name, and Unit when writing. Hundreds of letters addressed to men in the Contingent are delayed in delivery to them, owing to insufficient address not showing the unit to which the man belongs.

12. To avoid trouble and expense to relatives be sure to have your will sent to the Chief Paymaster, Westminster House, 7, Millbank, London, or if your will is in Canada or elsewhere, notify the Chief Paymaster where it has been lodged. The mention of the next of kin on your attestation paper is not a will, and it is most important that a proper will should be made out.

### SPECIMEN FORM OF MILITARY WILL FOR PERSONAL ESTATE ONLY.

If a soldier on active service, or under orders for active service, wishes to make a short will, he may do so on the page at end of this book. It must be entirely in his own handwriting, and must be signed by him and dated. The full names and addresses of the persons whom he desires to benefit, and the sum of money or the articles or property which he desires to leave to them, must be clearly stated. The mere entry of the name of an intended legatee on page 20 without any mention of what the legatee is to receive is of no legal value.

The following is a specimen of a will leaving all to one person:—

In the event of my death I give the whole of my property and effects to my mother, Mrs. Mary Atkins, 999, High Street, Aldershot.

(Signature) THOMAS ATKINS,  
Private, No. 1793,

Date, 5th August, 1914.

Gloucester Fus'rs.

The following is a specimen of a will leaving legacies to more than one person:—

In the event of my death I give £10 to my friend, Miss Rose Smith, of No. 1, High Street, London, and I give £5 to my sister Miss Sarah Atkins, 999, High Street, Aldershot, and I give the remaining part of my property to my mother, Mrs. Mary Atkins, 999, High Street, Aldershot.

(Signature) THOMAS ATKINS,  
Private, No. 1793,

Date, 5th August, 1914.

Gloucester Fus'rs.

Pages 15 and 16 of E.H. Emery's Pay Book for Active Service (Canadian Forces). "Information for the Canadian Soldier" cont'd and "Specimen Form of Military Will"

The specimen form of Military Will referred to herein, can only be used to leave personal property and effects. If it is desired to leave Real Estate to anyone, then a formal Will must be executed in the presence of two witnesses, both present and at the same time, and signing it in the presence of the Testator, and of each other. The following is a specimen of a formal Will (Copies of this form can be obtained from the Paymaster).

Formal Will.

I, JOHN SMITH, Reg. No. 19876, serving in 14th Battalion of the Canadian Expeditionary Force, do hereby revoke all former Wills by me made and declare this to be my last Will.

I bequeath all my Real Estate unto.....  
..... (Insert name and address of person or persons to whom it is to go) absolutely, and my personal Estate I bequeath to.....  
(Insert name and address of person or persons to receive personal estate).

In witness whereof I have hereunto set my hand  
this.....day of .....191 .

.....  
(Signature.)

Signed and acknowledged by the Testator as and  
for his last Will in the presence of us both present  
at the same time, who in his presence at his request,  
and in the presence of each other have hereunto  
subscribed our names as Witnesses. (Two witnesses  
must then sign giving their address.)

Signature of 1st Witness .....

Address .....

Signature of 2nd Witness.....

Address .....

Pages 17 and 18 of E.H. Emery's Pay Book for Active Service (Canadian Forces). "Specimen Form of Military Will" cont'd and "Formal Will" example form.

Perforated  
 No. \_\_\_\_\_  
 Name \_\_\_\_\_  
 Unit \_\_\_\_\_

Signature \_\_\_\_\_  
 Rank and \_\_\_\_\_  
 Date \_\_\_\_\_

LAUNDRY CHARGES	INTLS.	INCL.	INCL.
1918. April			
May	805		
June	805		
July	1/-		
Aug.	696		
Sept.	696		
Oct.	696		
Nov.			

Pages 19 of E.H. Emery's Pay Book for Active Service (Canadian Forces). "Laundry Charges: April-November 1918"

Perforated sheet for Will from Pay Book of Reg.

No. ....  
Name .....  
Unit .....

Military Will.

Signature.....  
Rank and Regl. ....  
Date .....

Pages 20 of E.H. Emery's Pay Book for Active Service (Canadian Forces). "Military Will" blank page

If page 20 with Military Will is removed, state  
on this page to whom it has been forwarded and

date:—

---

*Will detached sent  
to Chief Paymaster  
15/3/17*

*(Extracted from old book  
E.H.E)*

### Record of Anti-Typhoid Inoculation.

(The Medical Officer is to insert hereon  $\frac{T.V.}{3}$ ,  $\frac{T.V.}{2}$  or

$\frac{T.V.}{1}$  according to system adopted, with date or dates of inoculation and initial entries.)

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TAB 174/16 1-20/4/16 - 75716  
I 2.3. (Extracts from  
Jacc. 75716 old book (EM))  
14/3/15 ~~75716~~ 28.C

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The space below this line is reserved for Army Form W. 3066, which is to be pasted hereon when man embarks for service.