

REQUEST TO STOP MAILING PAYCHECK

NAME _____ Empl ID # _____

CAMPUS _____ SS# _____

I am requesting that the Payroll Department **STOP** mailing my paychecks to my home address and have them delivered to the campus.

Change mail drop code to: _____ (Obtain from Campus HR Dept)

Signature _____

Date _____

Print this form, complete and sign, then submit to Payroll