



Request for Mailing Payroll Check Form

- This form must be signed and submitted to the Payroll Office in order to for your check to be mailed.
- Checks will be mailed to your home/permanent address (this is the address printed on your paycheck).
- To change your address, go to:
https://www.cwu.edu/~payroll/change_forms.html

To request that your check be mailed, please complete this form and return to:

Central Washington University
Payroll Office - MS 7479
400 E University Way,
Ellensburg, WA 98926

Or bring it to the Payroll Office on the 2nd floor of Mitchell Hall

Payroll Office,

Beginning with the next regularly scheduled payroll, please mail my check to the address currently printed on my paycheck. I understand that it will take at least five working days before a stop payment will be placed on a check that has been lost in the US Mail.

Name: _____ SSN # or _____
 (Please print) Employee ID #: _____

Department: _____ Location #: _____

Signature: _____ Date: _____

Payroll Office Use Only

Starting Pay Date: _____ Location Code: _____

Entered By: _____ Date: _____