Payroll Check Distribution Form

This form is used to add or delete names from the list of individuals who are authorized to sign and receive payroll checks and information for departments.

Home Department Number	Home Department Name	Mail Drop Number

		Employee ID#	Print Name	Signature
☐	Add			
☐	Delete			

		Employee ID#	Print Name	Signature
☐	Add			
☐	Delete			

		Employee ID#	Print Name	Signature
☐	Add			
☐	Delete			

		Employee ID#	Print Name	Signature
☐	Add			
☐	Delete			

		Employee ID#	Print Name	Signature
☐	Add			
☐	Delete			

Signature of PAF Responsible Person	Date

Send Completed Forms To:

HR Processing

PMB 407718

payroll@vanderbilt.edu