

Requests for Mailing Payroll Checks

- Payroll checks will be available for pick up at the Cashier's Office in Barge 104 unless a written request to mail the check is submitted to the Payroll Office.
- Upon approval, checks will be mailed to the address on file (this is the address printed on your paycheck).
- To change your address, submit an address change form to the Payroll Office with your corrected address.
- Your Employee ID is located in the upper middle of your paycheck.

To request that your check be mailed, complete this form and forward to the Payroll Office (MS 7479):

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: _____ <i>(Please print)</i>	Employee ID #: _____
Department: _____	Location #: _____
Signature: _____	Date: _____

<i>Payroll Office Use Only</i>	
Starting Pay Date: _____	Location Code: _____
Entered By: _____	Date: _____