

Paycheck Information Form:

If form is **NOT** filled out checks will be kept in my office until they are picked up!
Checks will be mailed out the same day received.

- Please mail my check (during the winter break only)
- I will pick up my check.



* If your check is direct deposit, I will hold all stubs until next semester.

I would like to have my check mailed to: **Please Print full name and address!**

Name _____

Address _____

City _____ State _____ Zip _____

E-mail address _____

****When completed please place in black box where you put your timesheets.

For office use only:

Date Check mailed: _____ Initials: _____

Date Check mailed: _____ Initials: _____