

NOTICE TO STOP MAILING PAYCHECK/ADVICE

NAME _____ Empl ID # _____

CAMPUS _____ SS# _____

I am requesting the Payroll Department to STOP mailing my paychecks and/or direct deposit advices or any other payroll correspondence to my home address and change my mail drop code 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