

REQUEST TO MAIL PAYROLL CHECK

To have your paycheck mailed to another address, please print out this form, completely fill it out and return to the Human Resources and Payroll Department, Lorentzsen Hall, Office 150.

Specify the date or dates of the payroll check(s). Form must be received one week prior to the pay date.

If you have any questions, please call our office at (218) 299-3339.

Name: _____ Banner ID#: _____

Date(s) of Payroll Check: _____ Phone #: _____

Please mail check to the following address:

Signature: _____ Date: _____