

**PAYWARRANT DISTRIBUTION FORM**

Employee \_\_\_\_\_ Employee ID # \_\_\_\_\_  
(Please Print)

The following options are available for delivery of pay warrants (*please check one*):

**1. Direct Deposit to Financial Institution**

Please attach a voided check or a form from your financial institution that includes your name, bank routing number and account number.

*If Direct Deposit is selected, a pay stub will be printed and mailed to the address on file or a paperless option is available through Employee Self Service.*

**2. Pay Warrant (Payroll Check)**

Mail to address on file.

This authorization will be processed and begin on the next available payroll, which may be next month.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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