

PAY WARRANT 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 paystub 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: _____

PAY WARRANT 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 paystub 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: _____