

PAYCHECK DISTRIBUTION FORM

Paycheck distribution is completed by the One Hop Shop.

Full-time employees are responsible to pick-up their paycheck/paystub on campus. Please indicate below how you want your paycheck/paystub handled.

Paychecks for part-time employees who are not on campus during normal business hours can be mailed to their home address.

1. Please mail my paycheck/paystub to my home address. (Part-time employees only)
2. Please hold my paycheck/paystub in the One Hop Shop and I will pick it up.
3. Please mail my paystub intercampus mail to: _____

Direct deposit is also available to all employees. If you are interested in direct deposit, please check below and complete the direct deposit form. You will receive a paystub, so you will need to indicate how you wish to receive the paystub. If you elect to have direct deposit, paystubs can also be mailed intercampus mail.

_____ I am interested in direct deposit – I have completed the direct deposit form

_____ I had direct deposit last semester – please continue

Date: _____ Signature: _____

Print Name: _____