



# Request to U.S. Mail Payroll Checks

(Please send completed form to Payroll, Oregon Hall)

## Purpose

I request that my paycheck be U.S. mailed to the address listed below for the following reason:

I am unable to pick up my paycheck due to illness or temporary absence from the university.

I work irregular hours off-campus.

I work outside the Eugene/Springfield area.

Other, \_\_\_\_\_

**Note:** The Payroll Office will only mail paychecks under special circumstances.

## Identification

UO ID \_\_\_\_\_ Name \_\_\_\_\_  
Last First Middle

Email \_\_\_\_\_ Telephone \_\_\_\_\_

## U.S. Mailing Address

Street \_\_\_\_\_  
\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## Identify which checks should be mailed

Sep	Oct	Nov	Dec	Jan	Feb
Mar	Apr	May	Jun	Jul	Aug

Will you be returning to the University of Oregon?      Yes      No

**Note:** Your W-2 will be mailed to the above address unless you notify Payroll otherwise.

## Authorization

	<b>Signature</b>	<b>Date</b>
<b>Employee</b>		