



# Request to Mail Summer 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 months:

- June
- July
- August

**\*\*\*Note: This will stop your direct deposit\*\*\***

## Identification

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

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

## U.S. Mailing Address

Street \_\_\_\_\_

\_\_\_\_\_

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

## Will you be returning in the Fall?

**Yes** (Remember to change your address on DuckWeb and reactivate your direct deposit with Payroll)

**No** (Your W-2 will be mailed to the above address unless you notify Payroll otherwise)

## Authorization

	Signature	Date
Employee		