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HUMAN RESOURCES

PAYCHECK RECEIPT FORM

This form should ONLY be used for New York State TAX-LEVY paychecks.

Please choose from one of the options below to indicate the method by which you wish to receive your paycheck. Please return this form to the Office of Human Resources.

1. _____ Direct deposit to a bank(s) of my choice. If direct deposit is requested, please complete the Direct Deposit Form in the Office of Human Resource, and your pay stub will be mailed directly to your address on file.

2. _____ Mail paycheck to my home address on file with the Office of Human Resources (please make certain that your address is up to date with Human Resources).

3. _____Hold paycheck for pickup at the Controller's Office – 135 East 22nd Street, Room 509.

(Checks **MUST** be picked up within two weeks of check date from the Controller's Office or it will be mailed to your address on file with the Office of Human Resources).

Print name:

XXX - XX - _____ ( ) - _____

Social Security # (**last four digits only**) Phone Number

Address: (*Street Name and Number*)

City State Zip Code

Signature Date