

REQUEST TO MAIL PAYROLL CHECK

To have your paycheck mailed to another address, please print out this form, completely fill it out and return to the Human Resources and Payroll Department, Lorentzsen Hall, Office 150.

Specify the date of the payroll check. Form must be received one week prior to the pay date.

If you have any questions, please call our office at (218) 299-3339.

Name: _____ Concordia ID#: _____

Phone #: _____ Date of Payroll Check: _____

Please mail check to the following address:

Signature: _____ Date: _____