

PAYCHECK RECEIPT FORM

This form is to be used only for New York State TAX-LEVY paychecks.

Please choose the method by which you wish to receive your paycheck and return this form to the Controller's Office 135 East 22nd Street, Room 509.

_____ Direct deposit to a bank(s) of my choice. If direct deposit is requested, please pick up and return the form in the Human Resources (HR) Department and your pay stub will go directly to your address on file.

_____ Mail paycheck to my home address on file in the Human Resources Department (make sure address is update in Human Resources).

_____ Hold paycheck for pick up at 135 East 22nd Street Controller's Office Room 509 (checks **MUST** be picked up within two weeks of check date)

Print Name

Signature

Address

Social Security Number

Phone Number

Date