

DISPOSITION OF SUMMER CHECKS

NAME

SOCIAL SECURITY NUMBER

Please indicate where you want your June and July checks sent.

1. Mail to the address printed on the check

2. Forward to the following address:

Check if this is

a permanent address change

3. I will pick up my check in the Superintendent's office

4. I already participate in electronic direct deposit

If you participate in direct deposit your paycheck stubs will be held in the Superintendent's office and included in your beginning of year employee packet.

5. I would like to sign up for electronic direct deposit

Attach direct deposit form (available in campus offices) along with a voided check for the account to be deposited into.

Please return to your campus secretary or supervisor no later than the last day of school.

Signature

Date