

## Where do You Want Your Paycheck Sent?

If you are NOT using direct deposit, please indicate on this form where you would like to have your payroll check sent. The system will automatically default to your home address. Thus, if you would like your check sent to your campus address you will need to indicate the designated address.

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### STUDENT PAYROLL DESIGNATED CHECK ADDRESS:

If you choose to receive a paper check, checks will be mailed the Wednesday before payday. Please let the Payroll office know where you want your paycheck mailed by filling out the form below and returning it to Liz Clark in the Financial Aid Office located in the Admin Center. Checks can be mailed to your campus address, if you so desire.

Name \_\_\_\_\_ SS# \_\_\_\_\_

Address \_\_\_\_\_

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

Email Address: \_\_\_\_\_



If you have any questions, please contact [eclark@vtc.edu](mailto:eclark@vtc.edu) or 802.728.1248.