



Mail Paycheck Request Form

Checks will be sent by US Mail upon written request received on or after the scheduled payments due to an employee's home address on record under the following circumstances:

- Employee is unable to pick up a paycheck due to illness or temporary absence from the university
- Employee works outside the Bloomington/Normal area
- Summer paychecks (when employee will not be in Bloomington/Normal on or after payday)

Please verify your address within iPeople Self-Service (<https://tools.illinoisstate.edu>) to ensure accurate and timely delivery of your paycheck. If you are unable to update your address in iPeople, please contact Human Resources at (309)438-8311.

Paycheck Information

Check Date ___ / ___ / _____

Requests may only be made on a per check basis.

Identification

UID _____ Name _____
Last *First* *MI*

Email _____ Telephone _____

Authorization

This form is considered invalid if it has been altered in any way or any unauthorized additions have been made to it.

Employee Signature _____ Date ___ / ___ / _____

University Payroll Office (UPO) Use Only

Date Entered ___ / ___ / _____

UPO Initials _____