



Pajaro Valley Unified School District

Payroll Department

CHECK DISTRIBUTION SELECTION FORM

Please choose whether you want your check direct deposited or if you wish to receive a live check. :

_____ Wire transfer to the bank: Fill out the Automatic Payroll Deposit Authorization form. **THERE IS NO WAITING PERIOD IF RECEIVED PRIOR TO PAYROLL DEADLINE.**

_____ I decline direct deposit and request to receive a live check. By checking this option you understand that if you lose your check there will be a delay in getting a new check re-issued.

I hereby authorize and request the Pajaro Valley Unified School District to distribute my end of the month check or direct deposit stub as follows:

Please indicate what **site** to deliver your check. You may not list Payroll as your site and you may not choose to have your check mailed each month**.
If you work at multiple sites please indicate the site where you plan to pick up your check or direct deposit stub:

Site: _____

****Checks will only be mailed by US Mail to the address you have on file with Human Resources on any payday that occurs during a holiday or recess period.**

Date: _____ Name: _____

Social Security Number: _____

Please check one: Classified _____ Certificated _____

PAYROLL USE ONLY

Processed by: _____ Date: _____