

**PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE
PAYROLL DISTRIBUTION FORM**

Please send my _____ **payroll check** or _____ **direct deposit slip** to the following location (check only one):

- _____ Hardin Valley Campus – (Main Campus)
- _____ Division Street Campus
- _____ Blount County Center
- _____ Tennessee Technology Center – Knoxville
- _____ Magnolia Avenue Campus

I understand that I, or an authorized individual, must present a picture ID, and sign the check-receiving list to pick-up my paycheck. Direct deposit slips will be sent through the campus mail. All checks not picked up on payday (the last working day of each month) will be returned to the main campus the next working day for U. S. mailing.

**VIOLATION OF ANY OF THE PAYROLL DISTRIBUTION PROCEDURES WILL
RESULT IN SUSPENSION OF THE USE OF OFF-SITE DISTRIBUTION.**

NAME: _____ SSN: _____

SIGNATURE: _____ DATE: _____