

U. S. MAIL AUTHORIZATION
Payroll Office - The University of Michigan

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The University of Michigan encourages all faculty, staff, and students to join the Direct Deposit system. It is the quickest, safest and most convenient means to receive all regular payments, and the funds are available in your account on the morning of payday. The Payroll Office sends a statement to you advising you of the deposit amount and the date the deposit is made. If you prefer Direct Deposit, please complete a Direct Deposit Authorization form.

To receive your paycheck via U.S. Mail, complete the following information, and return this Authorization to the Payroll Office, G395 Wolverine Tower-Low Rise, 3003 South State Street, Ann Arbor MI 48109-1279. FAX: (734) 647-3983

NOTE: This form must be received in the Payroll Office 10 days before the first payday in which U. S. Mail will take effect. **Any checks created within the first ten days will be sent to a Check Distribution Point,**

<u>SECTION I</u> PERSONAL INFORMATION			
I am scheduled to be paid: <input type="checkbox"/> Monthly <input type="checkbox"/> Biweekly			
Print Name - Last First Middle		University ID # - required for processing	
Department _____		Campus phone _____	
Email Address _____		Home or Cell Phone _____	
NOTE: Your direct deposit stub will be mailed to your Current Address. To view or change this address, use the web site http://wolverineaccess.umich.edu/ and follow the path for Human Resource (staff member) or Student Business (student) to the Employee Business option.			

<u>SECTION II</u> PURPOSE FOR PROCESSING FORM (Check all that apply.)
<input type="checkbox"/> New Authorization <input type="checkbox"/> Cancel Direct Deposit
<input type="checkbox"/> Cancel U S Mail- My new Check Distribution Point will be _____
Payroll Wolverine Tower – Flint Cashiers - Dearborn Cashiers

<u>SECTION III</u>
1. I request that all my paychecks be mailed via U.S. Mail to my Current address in the Human Resources Data Base.
2. I understand that if my paycheck is not received at my Current address by payday, that there will be a THREE-WORKDAY WAITING PERIOD BEFORE A LOST CHECK AFFIDAVIT MAY BE FILED AT THE PAYROLL OFFICE. For example, if payday is Friday, the Payroll office will accept a Lost Check Affidavit on the following Wednesday. A check will be available on the following Friday or Monday.
3. I will maintain my Current address either by accessing the web site indicated above or via a hardcopy address change form that is sent to the Human Resources Department. The change must be made at least ten days before the next scheduled payday.
Signature _____ Date _____