



# SACRAMENTO STATE

Bursar's Office

## CHECK PICK-UP REQUEST FORM

DEADLINE FOR SUBMISSION: DECEMBER 16, 2016

Master payday falls on Friday, December 30, 2016 during the Winter Break. Paychecks will be released in person only upon written request. Therefore, if you would like to pick up your payroll check during the winter break, please fill out the section below and **return this form to the Bursar's Office (MS 6052) by December 16, 2016.**

Please bring your photo ID to pick up your check in the **PUBLIC SERVICE BUILDING LOBBY (Campus Police Department) on Friday, December 30, 2016 from 8:00 am – 1:00pm.**  
PLEASE NOTE: PUBLIC SERVICE STAFF WILL ONLY HAVE CHECKS THAT ARE REQUESTED FOR PICK UP. YOU MUST HAVE PHOTO ID.)

If you have requested to pick up your check on December 30, 2016 and are not able to do so, you will have to pick your check up in the Bursar's Office in Lassen Hall 1001 on or after January 3, 2017 after 9:00 am.

**PLEASE PRINT CLEARLY AND COMPLETE ALL ITEMS:**

_____	_____	_____
<b>First Name</b>	<b>Middle Initial</b>	<b>Last Name</b>
_____		
<b>Department and College or Department and Division</b> (Examples: English, Arts & Letters or Career Center, Student Affairs)		
<b>Last four digits of SSN</b> _____	<b>Campus Phone Extension</b> _____	
<b>Contact Phone number (during the winter break)</b> _____		

Please return this completed form to the Bursar's Office (MS 6052) by December 16, 2016.  
If you have any questions, please call Disbursements at x87422.