



Every child is a work of art.
Create a masterpiece.

Pay Advice Home Mailing Request Form

FOR BENEFIT MEMBERS ONLY

Please complete the information below and submit to the Payroll Department at 131 W. Broad Street Rochester, NY 14614. You can also scan/email it to the payroll mailbox at payroll@rcsdk12.org or fax it to the Payroll Department; the fax number is 585 262-8193.

Upon receipt, your payroll record will be updated to have your pay advice mailed to the home address on file starting with the next possible pay date.

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TO BE COMPLETED BY THE EMPLOYEE:

I _____ am requesting the Rochester City School District
(PLEASE PRINT FIRST / LAST NAME)

reinstate the mailing of my pay advice to my home.

My emplID# is _____ and my work location is _____.

Employee Signature (Required)

Date

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For Payroll Use (only):	
Date Received: _____	Date entered: _____