

The George Washington University Employee Payroll Check Distribution Form

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GW Id #

Name : _____

Place an **X** in the space provided next to your choice.
(NOTE: Your **earnings statement** will be attached to your paycheck /direct deposit)

_____ I would like to **PICK UP** my paycheck at my **HOME DEPARTMENT**.

_____ I would like to **PICK UP** my paycheck at the **OFFICE LOCATION** where I am assigned .

Fill in the **BANNER CODE** for this department:

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Employee Signature : _____ Date : _____ Phone # : _____