

# Payroll Check Distribution Form

This form is used to add or delete names from the list of individuals who are authorized to sign and receive payroll checks and information for departments.

Home Department Number	Home Department Name	Mail Drop Number

	Employee ID#	Print Name	Signature
Add			
Delete			

	Employee ID#	Print Name	Signature
Add			
Delete			

	Employee ID#	Print Name	Signature
Add			
Delete			

	Employee ID#	Print Name	Signature
Add			
Delete			

	Employee ID#	Print Name	Signature
Add			
Delete			

Signature of PAF Responsible Person	Date

**Send Completed Forms To:**

HR Processing  
PMB 407718  
payroll@vanderbilt.edu