

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

Add or Delete	Employee ID	Print Name	Signature

Signature of PAF Responsible Person	Date

Send completed forms to:

Vanderbilt University

HR Processing

PMB 407718

payroll@vanderbilt.edu