

Texas State University
Office of Payroll and Tax Compliance

REQUEST FOR MAILING PAYROLL CHECK

Name _____ Texas State ID # _____

Address _____
street city state zip

Pay Period Ending _____ To Be Paid On _____
date date

Signature _____ Date Check Mailed _____
(payroll use only)

THIS FORM MUST BE ACCOMPANIED BY A SELF-ADDRESSED AND STAMPED ENVELOPE

(cut here)

Deliver or mail the top portion of this form to:

Payroll Office
Texas State University-San Marcos
601 University Drive
JCK-516
San Marcos, TX 78666

We are located in Suite 516 of the J.C.Kellam Building on the San Marcos campus.
If you have questions, please contact us at (512) 245-2543 or payroll@txstate.edu.