

# PAYROLL OFFICE



**PAYROLL CHECK TO BE MAILED**  
**COMPLETE ENTIRE FORM**

**This form is due on Wednesday during the payroll week**

Pay Date: \_\_\_\_\_ I.D. Number: \_\_\_\_\_  
(One form per paycheck)

Employee Class:      Student        
(Check One)          Staff          
                                 Faculty       

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

If mailing within the US	If mailing internationally, provide the address in the applicable mailing format
Address:	
City:	
State/Province:	
Zip/Postal Code:	

Whittier E-mail: \_\_\_\_\_

Whittier College is not responsible for any lost/damaged check(s). If a check needs replacement or is lost, please contact payroll immediately at 562-907-4200 ext 4272 or ext 4546.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Payroll Office  
Campus Center, 2nd Floor  
(562) 907-5137  
(562) 907-4884 (fax)