

Special Operations

1244 Riverview Drive
Cody, WY 82414
USA
Phone: (307) 527-5000
FAX: (307) 527-5006

PAYCHECK DISTRIBUTION INSTRUCTIONS

Please choose one of the following options.

I realize that these practices will continue until I inform the payroll department differently, in the way of a new Paycheck Distribution form.

1. _____ Mail my check to the address on my W-4 . (please allow 4-5 business days for arrival)
2. _____ Mail my check to the following address. (please allow 4-5 business days for arrival)

3. _____ Deposit my check in to the following account _____ at the following institution _____. Mail the stub to my home address on file. Banks available are Wells Fargo, US Bank or any bank located in Cody, WY.
4. _____ Deposit my check in to the following account _____ at the following institution _____. Mail the stub to the following corporate office. (circle one) Corona or Cody were I will pick up. Banks available are Wells Fargo, US Bank or any bank located in Cody, WY.
5. _____ Mail my check to Corona for distribution at that point (overnight delivery)
6. _____ Hold my check in Cody for distribution there.
I authorize the following person to pick up my check _____

Employee _____

Signature _____ Date _____

Note: All checks will be mailed the Thursday before the Friday payday.

