

**OFFICE OF RESEARCH AND SPONSORED PROGRAMS**

**PAYCHECK AND DIRECT DEPOSIT SLIPS**

**MAILING AUTHORIZATION FORM**

This form will authorize the Office of Research and Sponsored Programs (ORSP) of San Francisco State University to mail my paychecks and/or direct deposit slips to the address that I have currently listed on this form. This form will be placed in the ORSP Personnel files and database for future mailings throughout the year.

Furthermore, I also agree to complete a change of address form immediately should there be any change in my current address. Failure to do so on my part will cause delay in receiving my paycheck and/or direct deposit slips.

This authorization will take effect on the date signed and submitted and can be changed or cancelled at my option anytime. Address change forms are available in ORSP (ADM 471).

- Please start my mailing authorization (for checks and direct deposit slips) .
- Please cancel my mailing authorization.

**NOTE: This is NOT AN ADDRESS CHANGE FORM. To officially change your address, please request an Employment Action Request Form or Student Payroll Action Form.**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Reminder:** *This form is not used for an official address change with the SFSU Human Resources Office. Please complete the Employee Action Request (EAR) form or the Student Payroll Action Request (SPAR) Form for official address changes.*