

**Important Pay Warrant Information
For Employees NOT on Direct Deposit**

If you plan to pick-up your pay warrant on December 31, 2014, please read below:

1. This form **MUST** be completed by employees who want to pick up their pay warrant on Wednesday, December 31, 2014. Return this form to University Cash Services – Bayramian Hall 100R (mail drop 8214) by December 17, 2014. Employees who do not submit this form **WILL NOT** be able to pick up their pay warrant on December 31, 2014. **This form must be turned in every year.**
2. Only master payroll pay warrants will be available from Noon to 2 p.m. on Wednesday, December 31st at the front counter of University Cash Services in the lobby of Bayramian Hall. **A CSUN photo ID will be required in order to release your pay warrant.**
3. The pay warrant will be dated January 1, 2015 and thus must NOT be cashed or deposited before 3:00 p.m. on December 31, 2014.
4. Direct Deposit advices will be available on January 2, 2015 by regular department distribution and will not be available for pick up on December 31st.
5. If you are employed by more than one department and receive more than one pay warrant, **please submit a separate form for each department.**

If you have any questions, please contact University Cash Services at Ext. 7222.

Name: _____ Department Name: _____ 5 Digit Dept. # _____

Signature: _____ Print Name: _____ Date: _____