



# Request to Forward Salary Check

(See Privacy Act Statement on Reverse.)

Submission Date	To: <input type="checkbox"/> Postmaster, Manager, Supervisor, or Officer-in-Charge <input type="checkbox"/> Area Manager, Finance
Paydate/Pay Period	<input type="checkbox"/> HQ Disbursements <input type="checkbox"/> Manager, Accounting Service Center

**Please Forward the Paycheck/Earning Statement Due to Me on the Above Payday to the Address Shown Below:**

Unit Finance Number	Employee's Full Name
Employee Identification Number	Address (Where salary check is to be sent)
Signature	City, State, and ZIP+4 <sup>®</sup>

**Privacy Act Statement:** Your information will be used to process your request. Collection is authorized by 39 U.S.C. 401, 409, 410, 1001, 1003, 1004, 1005, and 1206; and 29 U.S.C. 2601 et seq.

Providing the information is voluntary, but if not provided, we may not process your request. We may only disclose your information as follows: In relevant legal proceedings; to law enforcement when the U.S. Postal Service<sup>®</sup> (USPS<sup>™</sup>) or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entities or individuals under contract with USPS; to entities authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel.