

Office of Human Resources
St. Thomas Aquinas College
Sparkill, New York 10976-1050

PAY DISTRIBUTION FORM

Hold checks/stubs in Business Office and I will pick up.

Mail checks/stubs to address below: Always Only on these Days

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
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No checks/stubs will be given to a third party unless the Business Office has written authorization signed by you indicating who will pick it up and what dates are involved.

Please contact the Business Office at any time to make emergency arrangements.

Your Name (please print)

Your Signature

Date