



Payroll Department

310 Franklin Building
3451 Walnut Street
Philadelphia, PA 19104-6284
215-898-6301 (Phone)
215-573-2554 (Fax)

PAYROLL STALE DATED CHECK FORM

NOTE: Checks must accompany this form.
Please allow ten working days before Payroll issues another check.

Today's Date: _____

Payee: _____

Soc. Sec. #: _____

Check #: _____

Check Date: _____

Check Amount: _____

I would like for my check to be:

Sent to home:

OR

E-mail me when ready for pick up:
