

REQUEST FOR MAILING  
*(Paychecks, Form W-2 and Earnings and Leave Statements)*  
 (ER 37-2-10)

TO: CUSTOMER SERVICE REPRESENTATIVE

FROM:

DATA REQUIRED BY THE PRIVACY ACT OF 1974

Each individual required or requested to furnish personal information must be advised of the following:

- a. Authority: 26 U.S.C. 6051; 5 U.S.C. CH 55
- b. Principal Purpose: Maintain addresses for mailing paychecks, Form W-2 and Earnings and Leave Statements.
- c. Routine Use: Establish and update mailing addresses.
- d. Mandatory or Voluntary Disclosure and Effect on Individual not Providing Information: Voluntary Disclosure. Paychecks, Form W-2 and Earnings and Leave Statements will be mailed to employee's last address on record.

INSTRUCTIONS

1. This form must be legible and correct (print or type). A new form must be submitted when changing a permanent mailing address. Inaccurate information or late submission may result in late receipt of paychecks, Form W-2 or Earnings and Leave Statements.
2. Employees designating DD, EFT or Net Pay to financial organizations must also complete Standard Form 1199A. Earnings and Leave Statements will be mailed to the address listed below.
3. Form W-2 will be mailed to the W-2 address shown below.
4. This form may not be used to change a bond mailing address. SF Form 1192 must be used to change, establish, or cancel bonds.
5. Submit this form to the timekeeper for forwarding to the Customer Service Representative.

EMPLOYEE DESIGNATED MAILING ADDRESS

NAME *(Last, First, Middle Initial)*

SOCIAL SECURITY NUMBER

ACTIVITY/UIC

ORGANIZATION CODE

EFFECTIVE DATE

MAILING ADDRESS: *(Street Address/P.O. Box)*

CITY, STATE AND NINE-DIGIT ZIP CODE

CHECK THE APPROPRIATE BOX(ES) AND MAIL TO THE ADDRESS SHOWN ABOVE:

FORM W-2

PAYCHECK

EARNINGS AND LEAVE STATEMENT

THIS REQUEST CANCELS DD, EFT OF NET PAY TO A FINANCIAL ORGANIZATION.

THIS REQUEST DOES NOT CANCEL DD, EFT OR NET PAY TO A FINANCIAL ORGANIZATION.

SIGNATURE

DATE