

The City College of New York  
Wille Administration Building, Rm 103  
160 Convent Avenue  
New York, NY 10031

To: Bursar Date: \_\_\_\_\_

From:

Name (Please print) \_\_\_\_\_ Social Security # \_\_\_\_\_

Re: Request to Mail Paychecks Daytime phone # \_\_\_\_\_

Signature \_\_\_\_\_



Mail to home address:

\_\_\_\_\_  
Street Address

\_\_\_\_\_

\_\_\_\_\_

Please circle the pay periods for which you want your checks mailed. They must be consecutive.

New York State Payroll Dates for Fiscal Year 2019:2020 (Tax Levy Payroll)

- |             |             |             |             |             |
|-------------|-------------|-------------|-------------|-------------|
| 1. July 4   | 7. Sept. 26 | 13. Dec. 19 | 19. Mar. 12 | 25. June 4  |
| 2. July 18  | 8. Oct. 10  | 14. Jan. 2  | 20. Mar. 26 | 26. June 18 |
| 3. Aug. 1   | 9. Oct. 24  | 15. Jan. 16 | 21. Apr. 9  |             |
| 4. Aug. 15  | 10. Nov. 7  | 16. Jan. 30 | 22. Apr. 23 |             |
| 5. Aug. 29  | 11. Nov. 21 | 17. Feb. 13 | 23. May 7   |             |
| 6. Sept. 12 | 12. Dec. 5  | 18. Feb. 27 | 24. May 21  |             |

City College Bursar Payrolls (Non Tax Levy Payroll):

- |            |            |             |             |              |             |
|------------|------------|-------------|-------------|--------------|-------------|
| 1. Jan. 15 | 5. Mar. 15 | 9. May 15   | 13. July 15 | 17. Sept. 13 | 21. Nov. 15 |
| 2. Jan. 31 | 6. Mar. 29 | 10. May 31  | 14. July 31 | 18. Sept. 30 | 22. Nov. 27 |
| 3. Feb. 15 | 7. Apr. 15 | 11. June 14 | 15. Aug. 15 | 19. Oct. 15  | 23. Dec. 13 |
| 4. Feb. 28 | 8. Apr. 30 | 12. June 27 | 16. Aug. 30 | 20. Oct. 31  | 24. Dec. 30 |

Please Select ONE Option Below:

Specific Number of checks to be mailed (Pay Dates Indicated Above) \_\_\_\_\_

Please Mail ALL of my future checks \_\_\_\_\_