

**REQUEST FOR FINAL PAYMENT  
(Academic Year Employees)**

**SECTION I: REQUEST FOR EARLY PAY**

As a separating employee, I would like to receive my final pay as soon as possible for the months (pay periods) of:

- December       January       February  
 May             June             July             August

- I also request that my tax-sheltered annuity deduction be withheld from my settlement pay. I understand that my settlement pay must issue as separate warrants to allow my TSA deduction to be withheld.

**SECTION II: DISTRIBUTION OF FINAL PAY**

Date needed: \_\_\_\_\_

- Direct Deposit  
 Mail in self-addressed, stamped envelope that I HAVE PROVIDED TO THE CASHIER'S OFFICE (with last 4 digits of social security # and my unit number written on the inside flap).

**SECTION III: EMPLOYEE'S SIGNATURE**

I understand that I must clear all obligations to the University before I can receive my final pay.

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
CSU Chico ID#

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Contact Phone #

\_\_\_\_\_  
Date

**SECTION IV: DEPARTMENT AUTHORIZATION**

This certifies that funds are available in \_\_\_\_\_ FY funds to cover this expenditure.

\_\_\_\_\_  
Authorizing Signature

\_\_\_\_\_  
Contact Phone #

\_\_\_\_\_  
Date

***Send completed form to the Payroll Office (zip 015).***

**SECTION V: FOR PAYROLL OFFICE USE ONLY**

\_\_\_\_\_  
Received by Payroll Analyst

\_\_\_\_\_  
Contact Phone #

\_\_\_\_\_  
Date