

# REQUEST FOR EARLY SUMMER CHECKS

Please release my summer **CHECKS**  
(1 certified check 7/23) or (3 classified 7/9, 7/23, 8/10)  
on June 30, 2021. These checks **WILL NOT BE**  
**direct deposited**, they will be a real check. This  
means that you **will not get paid in July** and the  
first check in Aug. will be received on the 25<sup>th</sup>, which  
will be direct deposited.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Employee Number (Required) \_\_\_\_\_

Date Signed \_\_\_\_\_

\*\*\*\*\*

This form **MUST BE RECEIVED** in the **Payroll office** by  
**May 28th, 2021** for June 30th processing. It is your responsibility to get  
your form to the payroll office before the deadline.

# **CHECKS DURING THE SUMMER**

\*\*\*For those employees that **will not** be requesting their (classified) July 9<sup>th</sup>, July 23<sup>rd</sup> and Aug. 10<sup>th</sup> or (certified) July 23<sup>rd</sup> check in June, the checks **will be direct deposited** like normal at normal times (classified) July 9<sup>th</sup>, July 23<sup>rd</sup> and Aug. 10<sup>th</sup> (certified) July 23<sup>rd</sup>.

**REMINDER:** Employees **will not be able to change bank accounts** for direct deposits **between June 21<sup>st</sup> & August 10<sup>th</sup>**. The direct deposit files will already be processed and ready for the bank to release them at the correct time during the summer.

Hope you have a great summer!!!

Heather Kersey  
Payroll Manager  
606-549-7000