

MEMORANDUM

To: Extended Education Division Employees
From: Zhuyuan Zhang, Payroll Administrator
Re: Authorization to Mail Checks / Direct Deposit Statements

If you would like to have your checks or direct deposit statements mailed, please complete the bottom portion of this memo. Checks or statements *will not* be mailed unless written requests are on file. This authorization is valid until notice of cancellation or change is received in the Finance Office of Extended Education Division. Please feel free to contact me with any questions at the address and phone number enclosed below.

**AUTHORIZATION TO MAIL PAYROLL CHECKS
OR DIRECT DEPOSIT STATEMENTS**

Please complete the following and return to:

*Zhuyuan Zhang, Payroll Administrator
Boston University, Metropolitan College
755 Commonwealth Avenue, Room B-4
Boston, MA 02215*

*phone 617-353-5144
fax 617-353-7120*

NAME: _____
(Please type or print)

SOCIAL SECURITY NUMBER: _____ - _____ - _____

MAILING ADDRESS: _____
Street Apt.

City or Town

State Zip Code

Signature: _____ Date: _____