



One-time Request for University Printed Direct Deposit Pay Advice

**Drexel University
Payroll Department
3201 Arch Street, 4th Floor
Philadelphia, PA 19104**

**Secure Fax Lines
(215) 895-1615
(215) 895-1753**

University ID: _____ **Pay Date Requested:** _____

Employee Name: _____

Employee Home Address

Street: _____

City: _____ **State:** _____ **Zip Code:** _____

Reason: *(Mortgage Application, Lease Application, etc.)*

Delivery Method:

Please mail my direct deposit advice to the address provided above
I authorize Payroll to have my Employee Home Address updated, if the address displayed in the employee self-service section of the Drexel One portal is different than the address provided above

I will pick up my direct deposit advice at the Payroll Department (Proper ID Required)
Please provide a phone number where we can contact you when your form is available
Phone Number: _____

Employee Signature: _____ **Date:** _____

Please return this request to the Payroll Department at the address indicated at the top of the form. If you prefer, you may fax this form back to us using one of our secure fax numbers, also listed at the top of the form.

The Payroll Department makes every attempt to print forms in as timely a manner as possible. However, please be aware that requests may take 7-10 working days to complete. Please allow for sufficient processing and delivery time before contacting Payroll to inquire about the status of your request.

FOR PAYROLL DEPARTMENT USE ONLY:

Date request rec'd: _____ Date form mailed/delivered: _____

Processed by: _____ Employee initials/date: _____