



TEHAMA COUNTY DEPARTMENT OF EDUCATION **PAYROLL COPIES REQUEST FORM**

Requests to Payroll for copies of W-2s, pay stubs, etc needs to be submitted in writing, preferably email, which should contain the following information:

- Date of request: _____
- Employee Name: _____
- Last 4 digits of Social Security Number: _____
- Department or District employer: _____
- Type of document, i.e. W-2, pay stub, etc: _____
- Date of original document: _____

- Requested delivery method of copy: _____
i.e. e-mail address (must be an @tehamaschools.org email address), regular mail, to be picked up, etc.

Copy requests are processed once per week. Please allow 5-7 business days.

Note:

- Photo Id is required when picking up the document and can only be picked up by payee/employee.
- In order to ensure privacy, payroll/confidential documents can not be faxed. They can be e-mailed if you have a '@tehamaschools.org' email address.
- Document copies sent regular mail will be sent to the address currently in the payroll system. If that address is not current, an 'Employee Information Form' will be required. This form is available on our TCDE Website or by request.
- If no longer a current employee, this form can be completed and returned via fax or email and must include a copy of driver's license (or a verifiable picture I.D.) and supporting documentation to support the new address.

Employee Information Update Form:

<http://www.tehamaschools.org/department/human-resource-services/forms>