

Naugatuck Public Schools  
497 Rubber Ave.  
Naugatuck, CT 06770

## Employee Request Form

(W2 or Paystub Information, Direct Deposit Notice)

Documents requested will be made available to the employee on the 2nd business day, or earlier if possible, after the form is received in Payroll. Please indicate the method of delivery of the document(s) in the employee information section below.

### Document Requested:

\*W2: Year (s): \_\_\_\_\_

\*Paystub Information:

Payroll is not able to provide actual pay stubs to an employee that is paid by check, instead a pay history report will be provided

Please list the dates for requested pay information:

Date From: \_\_\_\_\_ Date To: \_\_\_\_\_

or

Pay Dates \_\_\_\_\_

\*\*\*\*\*

### Employee Information

Employee Name (Please Print) \_\_\_\_\_

SSN # \_\_\_\_\_

Daytime Phone Number (\_\_\_\_\_) \_\_\_\_\_

Please deliver requested information by: (check off one box)

☐ Email ☐ US Mail ☐ Pick up at Central Office

If Email or US Mail please provide information below:

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

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### For Payroll Department Use Only

Date Request Received \_\_\_\_\_

Processed by \_\_\_\_\_ Date Available \_\_\_\_\_