

**HASTINGS-ON-HUDSON  
UNION FREE SCHOOL DISTRICT**  
27 Farragut Avenue  
Hastings-on-Hudson, New York 10706  
[www.hohschools.org](http://www.hohschools.org)

Phone: (914) 478-6211

Fax: (914) 478-6219

## **Electronic Pay Stub Notice**

If you enroll in direct deposit for your payroll check, you will be receiving your pay stub via e-mail. Each pay period your pay stub will be sent directly to your district e-mail account.  
No paper copy will be provided.

This feature is optional.

If you choose not to participate in the Electronic Pay Stub Notice, please complete the form below and return to:  
Payroll Department – Business Office

## **Declination**

\_\_\_\_\_ By initialing here and signing below I hereby notify the Hastings on Hudson Union Free School District that I wish to receive my pay stub in a **paper form and not e-mail.**

EMPLOYEE NAME

\_\_\_\_\_  
*(Please print)*

EMPLOYEE SIGNATURE

\_\_\_\_\_  
*(Please sign)*

DATE \_\_\_\_\_

\*Declining or adding this option can be done at any time.