

LOYOLA UNIVERSITY MEDICAL CENTER
Housestaff Checkout Form
Final Paycheck

Please note that final paychecks will not be released until checkout procedure is complete (see Housestaff Checkout List – available from program administration). In the event that the checkout procedure is not complete by the Monday of the pay week, direct deposits will be stopped and manual checks created and mailed only after compliance is met.

I wish my final paycheck to be: Address change and/or forwarding address for W-2

- Picked up in Payroll
- CANCEL Direct Deposit
- Continued Direct Deposit
- Mailed to Address Shown

Street address

City

State

Zip Code

Printed Name: _____

Signature: _____

Social Security Number: _____ Date: _____