



Employee Request for Personnel Document(s)

Date of Request: _____

Last SS#: _____

Name: _____
Address: _____
City: _____ State: _____ Zip code: _____
Telephone Number: _____
Email: _____

Request Type: (Please check mark below)

_____ **Paycheck Stubs**

Month(s): _____ Year: _____

_____ **Employee Time Sheets**

Month(s): _____ Year: _____

_____ **Letter of Recommendation**

_____ Other

Documents, please specify:

Will Pick up

Mailed

Emailed

Printed Name: _____

Signature: _____

All information provided will be in accordance with state and federal laws. Please notify us if you find that any information is incorrect.