



To request a copy of a pay stub, you must complete this form and mail it to KimstaffHR 17872 Cowan Avenue, Irvine, CA 92614 Attention: KimstaffHR, Inc. Payroll. Include a check or money order for \$5.00 per copy. Pay stub copies will not be sent unless fee is included.

List pay stub dates requested: _____

EMPLOYEE INFORMATION:

Worksite Employer: _____

Employee Name: _____

SSN: _____

Current Street Address: _____

City _____ State _____ Zip _____

Contact Phone Number: _____

Email Address: _____

Employee Signature

Date

Pay stub requests will be mailed (USPS First Class) within 3 business days of the receipt of the request.

PAYROLL DEPARTMENT USE ONLY:

DATE RECEIVED _____

PROCESSED BY _____