



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 \_\_\_\_\_