



**Clayton County Public Schools
Payroll Request Form
Business Services Division
Payroll Department**

- ◆ Request will be processed within three (3) business days
- ◆ Be prepared to show picture I.D.
- ◆ Cost per page is \$.50, with a minimum of \$2.00
(*Payment must be made in advance*)
- ◆ Cost per W2 (\$2.00)
- ◆ These documents cannot be faxed

Name: _____ **Work Location:** _____
(Please Print)

S.S. #: _____ **Phone #:** _____

☐ **Pickup Document:**
CCPS Administrative Complex - Human Resources Reception Desk
1058 Fifth Avenue, Jonesboro, GA 30236
Phone - 770-473-2747

(Please Print)

☐ **Mail Document to:**

Mailing Address: _____

☐ **Copy of paycheck:** _____
Month/Year

☐ **W-2 Form:** _____
Please indicate year (*Only Printed on Friday's*)

☐ **Other: Please explain:** _____

Signature: _____

Date: _____