VERMONT

SPECIAL CHECK REQUEST

DEPARTMENT OF FINANCE & MANANGEMENT

This form is intended for use only for special check requests submitted on behalf of the employee by their personnel officer to address errors or omissions on the part of the State that need to be corrected on behalf of the employee. Actual Salary Advance requests should follow the procedures outlined in Policy 12.10 Employee Request for Salary Advance.

Agency/Department Request		
Person Making Request:		
Employee Name:	Last 4 Digits of SSN:	Employee ID:
Pay Group:	Vendor ID (to be completed by Payroll):	
Reason for "Special" Check: ☐ Action Not Filed ☐ Late Paperwork ☐ Coding Error ☐ Other:		
Employee Consent:		
(CHECK AMOUNT OF REQUEST): ☐ $_____ I hereby request a special check in the amount noted above to be withheld from my paycheck which is scheduled to be paid on __/__/____. I certify that the State Treasurer have a legal attachment against my salary for this pay period. **Employee Signature:** _____ **Date:**_____		
If approved please (choose one): ☐ Call when check is ready for pick-up Phone No.: _____	☐ Mail check to: Address: _____ City: _____ State: ___ Zip: _____	
Review & Approval by Personnel Officer:		
☐ Reviewed	Personnel Officer Signature _____	Date:
Personnel Officer Fax or Mail Completed Form and Supporting Attachments to:		
Department of Finance & Management, Payroll Division; 110 State Street, Montpelier, VT 05620-3001 FAX: 828-2435		
☐ Approved ☐ Denied (indicate reason) _____	F&M Payroll Manager: _____	Date: _____
*******NOTICE *******		
The Department of Finance & Management cannot issue a warrant on the State Treasurer in the current calendar year and record the payment in another. Any requests for salary advances received between the date of the last salary payment in a calendar year and the beginning of the next calendar year shall not be honored.		