



DIRECT DEPOSIT VOUCHER (PAY STUB) E-MAIL NOTIFICATION

Comptroller's Office - Payroll

*Must be personal email address. Do not use your county email or supervisor's county email.
Not responsible for mis-directed emails.*

Add/Change Notification I wish to receive E-Mail Payroll Vouchers instead of receiving a hard copy voucher every payroll.

ADD – Email Address _____

CHANGE – Email Address _____

Delete Notification

DELETE - If you delete, you will no longer receive e-mail notification/you will receive a paper voucher.

Employee # _____ **Employee Name:** _____

This authority will remain in full force and effect until the St. Johns County Clerk of the Circuit Court has received written notification from me of its termination.

Signature of Employee: _____ **Date:** _____

Please return completed form to Comptroller's Office - Payroll. Fax: 819-3697