

# Summer Payouts

## Salaried Employees Only

To participate in the summer payouts, please fill out this form and return it to the Payroll Department by **May 31, 2011**. If you would like to be paid out and receive all of your summer checks with your June 15<sup>th</sup> paycheck, you need to complete and sign the form at the bottom of this page. (All of your normal payroll deductions for the six summer pay periods will be taken from the payout.)

If the form is **not** received by **May 31, 2011**, your summer pays will continue to be mailed to you on the bi-monthly check date if you have Direct Deposit. If you do not have Direct Deposit, you will be required to pick up your checks in the Administrative Building. If you have any question please call Dorothy Keppler at 708-342-5333.

Return the form to:  
Southwest Cook County Cooperative  
Attn: Dorothy Keppler, Payroll  
6020 W. 151<sup>st</sup> Street  
Oak Forest, IL 60452

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\_\_\_\_\_  
Name

\_\_\_\_\_  
Social Security #

I would like all six of my summer paychecks to be paid out on June 15, 2011. Please choose one of the following:

\_\_\_\_\_ Mail to address on file (not available if you do not have Direct Deposit).

\_\_\_\_\_ Will pick them up at the Administrative Office after 8 a.m. on June 15, 2011.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date