

UCSC - Payroll Records Request Form

Note: Do not use for subpoena. Contact the Information Practices Office: <http://infopractices.ucsc.edu> or email: iam@ucsc.edu

Section 1: Employee Information

Employee Name

Employee SSN or ID Number

Section 2: Requestor's Information

Requestor or Agency's Name

Requestor or Agency's Phone Number

Requestor or Agency's Address

Section 3: Request Details

Items Requested (please be specific)	Tax Year(s)

Reason for Request

Return Request to

Section 5: Approvals

Former Employee's Authorizing Signature

Print Name

Date

Requestor's Signature

Print Name

Date

Section 6: Submit Information

Fax
831-459-3702

Mail
UC Santa Cruz Payroll Office
1156 High Street
Santa Cruz, CA 95064