NC STATE UNIVERSITY
DIVISION OF HUMAN RESOURCES

Check Distribution Code (CDC)
Payroll Coordinator
Add/Update/Delete

This form should be used to: Update (add, change or delete) a departmental check distribution code (CDC)
Update the departmental payroll coordinator information related to a CDC

This information is used for distribution of pay statements, W-2's and other payroll related information.

ADD/DELETE CHECK DISTRIBUTION CODE

☐   Request new CDC   ☐   Delete Current CDC

Department Name _____   Department OUC _____

Payroll Coordinator Name _____

Campus Phone _____   Campus Box Number _____

For off-campus units only, please designate a delivery method:

☐   US Postal Service

☐   Federal Express (at department's expense)

Reason for request _____

UPDATE PAYROLL COORDINATOR INFORMATION

Department _____   CDC _____   For Payroll: ☐ Bi-Weekly   ☐ Monthly

Change Effective Date _____

Location Address _____   ☐ Check here if this is a new location address

Delete Current Payroll Coordinator   Name _____

Add New Payroll Coordinator   Name _____

E-mail _____

Phone Number _____

APPROVAL (REQUIRED)

Department Head Signature _____   Date _____

Submit completed form to University Payroll

Mailing Address:
Campus Box 7233
Raleigh, NC 27695-7233

Physical Address:
Administrative Services - Bldg II
2711 Sullivan Dr., Suite 200

Fax# 919-515-4320

Questions about this form? Contact University Payroll at 919-515-4350

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