

# Pay Check Trace Form / Pay Increase Verification / W-2 Request

Employee Name: \_\_\_\_\_

Request Date: \_\_\_\_\_

First & Last

Payroll Period (mark one):  Most Recent Payroll  1 Pay Period before Most Recent Payroll

Please mark all stores you worked at during the pay cycle in question:

- |                           |                            |                            |                            |                            |                                |
|---------------------------|----------------------------|----------------------------|----------------------------|----------------------------|--------------------------------|
| <u>Texas</u>              | <input type="radio"/> 800  | <input type="radio"/> 1494 | <input type="radio"/> 1792 | <input type="radio"/> 1358 | <u>Mississippi</u>             |
| <input type="radio"/> 14  | <input type="radio"/> 852  | <input type="radio"/> 1524 | <input type="radio"/> 1943 | <input type="radio"/> 1748 | <input type="radio"/> 870      |
| <input type="radio"/> 53  | <input type="radio"/> 1013 | <input type="radio"/> 1556 |                            | <input type="radio"/> 1750 |                                |
| <input type="radio"/> 255 | <input type="radio"/> 1069 | <input type="radio"/> 1622 | <u>Louisiana</u>           | <input type="radio"/> 1853 |                                |
| <input type="radio"/> 353 | <input type="radio"/> 1212 | <input type="radio"/> 1642 | <input type="radio"/> 82   | <input type="radio"/> 1867 |                                |
| <input type="radio"/> 478 | <input type="radio"/> 1284 | <input type="radio"/> 1749 | <input type="radio"/> 459  | <input type="radio"/> 1921 | <input type="radio"/> GP, Inc. |
| <input type="radio"/> 756 | <input type="radio"/> 1301 | <input type="radio"/> 1786 | <input type="radio"/> 539  |                            |                                |

**Please fill out only the section of the form that pertains to what you need to do.**

## Request your Pay Stub

### For Texas applicants:

Please verify your email address:

\_\_\_\_\_@\_\_\_\_\_.

Paystubs will be emailed to you at the above email address as a courtesy 1 time. We will update your email address & all subsequent pay stubs will be sent to this email address when payroll is run. If they do not appear in your inbox, please check your spam/junk folder.

How many pay cycles stubs do you need?

The last (# of weeks)  1  2  3  4

### For Louisiana applicants:

Have you already registered with PayChex: Y / N

\*If yes, please check your junk/spam folder for the invitation.

If you need another invitation to register with PayChex, please verify your email address:

\_\_\_\_\_@\_\_\_\_\_.

Paystubs will be emailed to you by the office, as a courtesy, 1 time. You will receive an email from PayChex so you can register & access your pay stubs using their website or app.

How many pay cycles stubs do you need?

The last (# of weeks)  1  2  3  4

## Verify your Pay Increase

(Texas) Did you receive your pay stub via email? Y / N (Outside of Texas) Did you check your pay stub in PayChex? Y / N

Have you checked the pay rate shown on your check stub? Y / N Is it incorrect? Y / N

If you have not received your pay stub, please verify your email address: \_\_\_\_\_@\_\_\_\_\_.

>>We will check for verification of an authorized pay increase & to see if you were paid properly. If you have indicated that you worked at more than one store, it is possible that your increase was overlooked at the non-primary store(s).

## Trace Your Pay (Direct Deposit or Pay Card Deposit not received)

If you worked at more than one store, did you receive pay from any store? Y / N

Did you submit a Direct Deposit Form? Y / N Was your form submitted by the Friday before payroll? Y / N / NA

Name of your bank: \_\_\_\_\_ (or write "Pay Card")

Is the account still active? Y / N Was your banking information submitted correctly?: Y / N

\* If we issued you a Fintwist card & your pay was successfully loaded to the account, we cannot help you access your funds. If you are having issues, you need to call the number on the back of your card.

\*\*Your free network of ATMs is called "ALLPOINT"

## Request Your W-2

Year(s) requested:  2019  2020  2021  2022  2023  2024

How do you want your W-2 delivered?  US Mail or  email

Please list the mailing or email address you want your W-2 delivered to: \_\_\_\_\_

**\*\*For Louisiana and Mississippi Employees: If you have registered with PayChex, you are able to access your W-2 from the previous year(s) anytime you need to using their website or app.**

If you feel you have been shorted hours, you must contact your manager to investigate. Your manager will contact the office if an adjustment is to be made. The office has no authority to adjust your hours.

**You will receive a response to your request within 2-3 business days.**