

Ohio Department of Medicaid  
**PAYROLL CLOSURE INFORMATION**

Payment for final hours worked and/or leave payoff will be issued in the form of a paper check. This payment cannot be direct deposited into your bank account.

Please select one of the following options by checking the appropriate box(es):

- I would like this check sent to the address currently on file in OAKS e-pay
- I would like to pick this check up at Human Resources.
- I would like this check mailed to me at the following address, which is:

- a. Temporary Address

Address <i>(please print clearly)</i>		
City	State	Zip Code

- b. New Permanent Address      Effective Date \_\_\_\_\_

Address <i>(please print clearly)</i>		
City	State	Zip Code

**(NOTE: The new permanent address will be updated in OAKS e-pay.)**

Signature	Date
Name <i>(please print clearly)</i>	Effective Date of Separation
Home Telephone Number	Work Telephone Number

**NOTE:** Your W-2 form will be issued at the end of the year. It will be sent to the address currently shown in OAKS e-Pay. Should there be a change in your address, contact ODM Human Resources/Payroll no later than December 1<sup>st</sup> by e-mail to [MCD.Payroll\\_Benefits@medicaid.ohio.gov](mailto:MCD.Payroll_Benefits@medicaid.ohio.gov)