

THIS MATERIAL MUST BE SECURED WHEN NOT UNDER THE CONTROL AND SUPERVISION OF A PERSON AUTHORIZED TO HAVE ACCESS.

**(READ INSTRUCTIONS BELOW BEFORE COMPLETING)**

TO: LF251/Payroll, Financial Services Branch		DISPOSITION OF PAYROLL CHECK AND ESTABLISHMENT OF MAILING ADDRESS	
EMPLOYEE NAME:		**SOCIAL SECURITY NUMBER:	DATE:
PAYROLL CHECK DISPOSITION ADDRESS*		MAILING ADDRESS	
EFFECTIVE _____ FORWARD MY PAY <i>(pay period ending date)</i>	EFFECTIVE _____ MY MAILING <i>(pay period ending date)</i>		
CHECKS TO:	ADDRESS WILL BE:		
EMPLOYEE SIGNATURE			ORGN. CODE:
<p><b>*NOTES:</b>    -Standard Form 1199A is used for electronic fund transfers (EFT).                            -Bond addresses must be changed using a US Savings Bond Form.                            -Employees are responsible for contacting their Health Benefit Carriers regarding this change of address.</p>			

JSC Form 239 (Rev Jan 98) (MS Word Jan 98)

**INSTRUCTIONS**

1. Print or type.
2. Submit in original only.
3. This form will only be used for disposition of payroll checks to an address other than to a financial organization.  
Use SF 1199A to send payroll funds to a financial organization.
4. Enter employee name.
5. Enter employee Social Security number.
6. Enter date form completed.
7. Enter pay period ending date desired to have checks forwarded and/or mailing addresses established. Changes must be on file in the payroll office by Wednesday prior to the close of the period.
8. Four lines are available for imprinting address if needed. Include Zip Code.
9. Change of address. File official change of address notice with your local post office and submit a new JSC Form 239 to the Payroll Office.

**\*\*PRIVACY ACT NOTICE:** Portions of the information requested on this form are subject to the Privacy Act of 1974. This request for information is authorized by the National Aeronautics Act (42 USC 2473), 44 USC 3101 et seq., 5 USC 6301 et saq., General Accounting Office regulations, US Treasury regulations, Federal Personnel Manual, NASA Financial Management regulations, and Executive Order 9397. The information will be utilized by NASA in administering the employee payroll/leave system. In addition to the above use, the information is part of the NASA 10PAYS System of Records and therefore is subject to the system's routine uses including Standard Routine Uses 1-4. **SOCIAL SECURITY NUMBER:** The furnishing of your Social Security Number (SSN) is mandatory under Executive Order 9397 and the failure to provide the SSN will result in your form not being accepted. The SSN will be utilized to efficiently administer the payroll system and for the uses listed in the above notice.