

# General Motors Request for Payroll Records

Salary Active Employees: Email the form to [salary.payroll.requests@conduent.com](mailto:salary.payroll.requests@conduent.com)

Hourly Active Employees: Email the form to [hourlypayrollrequests@conduent.com](mailto:hourlypayrollrequests@conduent.com)

Inactive/Retired Employees: Email a **notarized** form to the respective email box  
(provided above)  
OR

\*Forms can also be sent via fax to **(602)797-6530** OR mailed to the address below

**ACS Payroll Services  
P.O. Box 62410  
Phoenix, AZ 85082-2410**

## **PLEASE PRINT**

\_\_\_\_ Hourly      \_\_\_\_ Salary

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

Home Address: \_\_\_\_\_ Plant Address: \_\_\_\_\_  
(only complete if document to be mailed to plant)

\_\_\_\_\_  
\_\_\_\_\_  
Attn: \_\_\_\_\_

Phone #: \_\_\_\_\_ SSN/GMIN#: \_\_\_\_\_

W-2 for the year(s): \_\_\_\_\_

Earnings  
Ledger for the year(s): \_\_\_\_\_

\_\_\_\_\_  
Employee Signature      Date

\_\_\_\_\_  
Notary Public      Date

***Note: If home address listed is different than address in payroll system, form MUST be notarized for ALL***