

PAYROLL INFORMATION

- Trotwood-Madison employees are paid by direct deposit every two weeks.
- You can view/print your check stub and other pay related documents on the Kiosk.
 - From the Trotwood-Madison website choose the Staff tab.
 - Scroll down to KIOSK
 - W-2's are mailed no later than January 31st each year.
- Verify your paystub each week. Report any errors immediately.
- To change your tax withholding:
 - Federal: (insert link)
 - State: (insert link)
 - Complete and return the applicable form to the Treasurer's Office/Payroll. Emailed forms are not acceptable.
- To change your direct deposit account:
 - (insert link)
 - Complete and return form to the Treasurer's Office/Payroll. Emailed forms are not acceptable.