

# State of New Hampshire

## Department of Labor

### Request for Payment of Wages Other Than Weekly or Biweekly

RSA 275:43,1

Please print or type. Complete all sections.

Company Name: \_\_\_\_\_

Federal Identification Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Physical Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Method(s) of Payment of Wages:	Requested Frequency of Payment:
Cash	Semi-monthly
Direct Deposit*	Monthly
Check	
Payroll Card*	
Electronic Funds Transfer (EFT)*	

\*If the employer elects to pay employees by direct deposit, EFT, or payroll card, the employer shall offer employees the option of being paid with checks drawn on a financial institution convenient to the place of employment at no cost to the employee.

Number of NH Employees Paid Salary \_\_\_\_\_

Number of NH Employees Paid Hourly \_\_\_\_\_

Annual Salary Range: Lowest \$ \_\_\_\_\_ Highest \$ \_\_\_\_\_

Hourly Rate Range: Lowest \$ \_\_\_\_\_ Highest \$ \_\_\_\_\_

**Monthly Pay**  
Begins: Day/date \_\_\_\_\_  
Ends: Day/date \_\_\_\_\_  
Payday: Day/date \_\_\_\_\_

**Semi-Monthly Pay**  
(1<sup>st</sup> pay period of month)  
Begins: Day/date \_\_\_\_\_  
Ends: Day/date \_\_\_\_\_  
Payday: Day/date \_\_\_\_\_

**Semi-Monthly Pay**  
(2<sup>nd</sup> pay period of month)  
Begins: Day/date \_\_\_\_\_  
Ends: Day/date \_\_\_\_\_  
Payday: Day/date \_\_\_\_\_

Detailed Reason for Request: \_\_\_\_\_

Please Send to: Wage & Hour Administrator  
NH Department of Labor  
PO Box 2076  
Concord NH 03302-2076

FAX: (603) 271-8310

E-Mail: [InspectionDiv@dol.nh.gov](mailto:InspectionDiv@dol.nh.gov)

QUESTIONS? Call (603) 271-0127

Office Use Only

____ Approved	Date	By
____ Denied		

Reason for Denial:

<input type="checkbox"/> No WC	<input type="checkbox"/> Incomplete form
<input type="checkbox"/> No SSF	<input type="checkbox"/> Pay period dates required
<input type="checkbox"/> Wages too low	<input type="checkbox"/> Pay day required

Other: \_\_\_\_\_