

Check Pick Up Authorization Form

Authorization form must be submitted via the employee's CSCC e-mail address. Individual picking up check must bring signed form to payroll in order for the check to be released.

Pay Date of Check Requested:

Name of Employee:

Cougar ID:

Address:

Phone Number:

CSCC E-mail address

Individual Picking Up Check:

Address:

Phone Number:

Employee's Signature

Date

Signature of Individual Picking Up Check

Date

*Bring picture identification to Payroll, located in Rhodes Hall 227, when picking up the check.
If this form is NOT submitted by the requesting employee via the Columbus State e-mail address of the employee
whose check is being picked up, we will also need the employee's ID to authorize the pick up of a check.*

Notes:

Received By: _____ Date: _____

Pick Up Date: _____ PR Initial: _____