

**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: \_\_\_\_\_