

**Payroll Department
Employee Paycheck/Direct Deposit Advice
Pick-Up Authorization Form**

I, _____, authorize the following
Employee first and last name (please print)

Designee, _____, to pick-up my
Designee first and last name (please print)

Paycheck/direct deposit advice for the check/advice pay-date of:

***** _____

Date

X _____

Signature of employee authorizing pick-up of paycheck/direct deposit advice Date

Picture ID must be presented by the person picking up the paycheck/direct deposit advice.

The original authorization form must be filed with the Payroll Office.

***Only 1 authorization form per paycheck date**