



### **Authorization for Paycheck Pick up**

Today's Date: \_\_\_\_\_

Please allow \_\_\_\_\_ to pick up  
(Name of person picking up paycheck)

the paycheck for \_\_\_\_\_.  
(Name of Employee)

Employee's Signature: \_\_\_\_\_

Employee's Name: \_\_\_\_\_  
(Please print)

**\*\*Photo Id's are required to pick up paychecks.  
This form required original signatures (no copies or stamps).**

Signed out and approved by: \_\_\_\_\_ Date: \_\_\_\_\_