

HUMAN RESOURCES DEPARTMENT



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PERMISSION TO RELEASE PAYROLL CHECK

Date: _____

I, _____, hereby grant permission to the Human
Print Name of Employee

Resources Department to release my payroll check to: _____
Print Name of Person(s) Picking up Check(s)

I understand this person must provide photo ID in order to pick up my payroll check.

Employee's Signature

Check One: ONE BOX MUST BE MARKED

Permanent Basis (or until further notice)

Payroll of _____ only