



Respecting People. Impacting Business.™

201 S. Emerson Ave, Ste 110
Greenwood, IN 46143
317-888-5700

Authorization to Mail Payroll Check

I _____ give Express Employment Professionals permission to mail my paycheck. My paycheck will be mailed to the address in Express Employments database that I provided during my original interview and it is my responsibility to notify Express Employment if I move to a new address. If I have moved to a new address I have noted it below. **This form must be received by Monday at 3:00 p.m. to guarantee that it will be mailed to the new address.** Otherwise the new address will be effective the following week. I understand that once my paycheck is in the mail, Express Employment Professionals is not responsible for my paycheck. If my paycheck is lost in the mail I understand Express Professionals can NOT issue a new paycheck until the old one expires (**30 days from issue date**). If I do not want my paycheck mailed anymore, I MUST submit a letter to Express Employment saying so.

Reason for having check mailed: _____

I want my check mailed (choose1)

1 (one) Time Only _____ Weekly _____

*****ALL MAILED PAYROLL CHECKS ARE SUBJECT TO APPROVAL*****

Printed Name: _____

Last 4 digits of SS # _____

Signature: _____

Date: _____

Address: _____

