



Respecting People. Impacting Business.™

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

**Authorization to Pick up Payroll Check**

I \_\_\_\_\_ give Express Employment permission to allow \_\_\_\_\_ to pick up my paycheck. It is my responsibility to notify Express Employment Professionals if the person listed above is no longer authorized to pick up my paycheck. If my paycheck is not made available by the person listed above, I understand Express Employment Professionals can NOT issue a new paycheck until the old one expires (**30 days from issue date**). If I do not want my paycheck picked up anymore, I MUST submit a letter to Express Employment requesting this change.

Reason for having check picked up: \_\_\_\_\_  
\_\_\_\_\_

I want my check picked up (choose 1)

1 (one) Time Only \_\_\_\_\_ Weekly \_\_\_\_\_

**\*\*\*ALL AUTHORIZED PAYROLL CHECKS TO BE PICKED UP ARE SUBJECT TO APPROVAL\*\*\***

Printed Name: \_\_\_\_\_

Last 4 digits of SS # \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of person authorized to pick up check: \_\_\_\_\_

(This person must have a state issued ID with them to pick up the check)