



707 South Madison Ave, Ste Q
Greenwood, IN 46143
Corner of Madison & Smith Valley Road
317-888-5700

Authorization to Pick up Payroll Check

I _____ give Express Personnel permission to allow _____ to pick up my paycheck. My paycheck will be picked up by _____ and it is my responsibility to notify Express Personnel if _____ is no longer authorized to pick up my paycheck. If my paycheck is not made available by _____ I understand Express Personnel 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 Personnel saying so.

Reason for having check picked up: _____

I want my check picked up (choose1)

1 (one) Time Only _____ Weekly _____

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

Printed Name: _____

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)