



707 South Madison Ave, Ste Q  
Greenwood, IN 46143  
Corner of Madison & Smith Valley Road  
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 the computer and it is my responsibility to notify Express Personnel if I move to a new address. 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 Professionals saying so.

Reason for having check mailed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I want my check mailed (choose 1)

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

Weekly \_\_\_\_\_

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

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

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

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

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_