



CSU, Stanislaus Payroll Department

Authorization to pick-up employee's check on pay day

I, _____ authorize _____
Employee's Printed Name Designee's Printed Name

to pick up my payroll check for _____
Month & Year

Employee's
Signature: _____ Date: _____

The employee needs to fill one of these forms out every time a check is picked up by someone other than themselves.

Whoever picks up the check, must show a legal photo ID and present this form in order to receive the check.

HR Form #91 8/2008