

PAY WARRANT DISTRIBUTION FORM

Employee _____ Employee ID # _____
(Please Print)

The following options are available for delivery of pay warrants (*please check one*):

1. Direct Deposit to Financial Institution

Please attach a voided check or a form from your financial institution that includes your name, bank routing number and account number.

If Direct Deposit is selected, a pay stub will be printed and mailed to the address on file or a paperless option is available through Employee Self Service.

2. Pay Warrant (Payroll Check)

If you choose to receive a pay warrant, the following delivery options are available: (*Please choose one*)

Mail to address on file.

Pickup at City Centre Receptionist, 1300 17th Street. Checks will be available on payday beginning 7:45 a.m. and must be picked up before 4:30 p.m. (will be mailed after 4:30 p.m.)

*Other Person(s) authorized to pick up warrant

**PLEASE NOTE: persons not indicated on this form are not authorized to pick up employee pay warrants. For one-time exceptions, employee must submit a temporary authorization at least two (2) days prior to payday. Handwritten notes on payday will not be accepted.*

This authorization will be processed on the next available payroll, which may be the following month for Direct Deposit.

Employee Signature: _____ Date: _____