



## **AUTHORIZATION for PICKING UP PAYCHECKS**

\_\_\_\_\_  
(Today's Date)

**To: PAYROLL SERVICES**  
(Human Resources Department)

Please allow \_\_\_\_\_ to pick up the  
(Name of person picking up check)

paycheck for \_\_\_\_\_  
(Employee's Name) (Employee ID)

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
Print or Type Name

The completed and signed form should be forwarded to Payroll Services at payroll@ucf.edu from the employee's UCF issued email account. If you need assistance with this process, please contact Payroll Services.

**REMINDER:** Please remember photo ID's are required to pick up paychecks. This form requires ORIGINAL signatures (no copies or stamps).  
(Rev. 10/15 MK)