



AUTHORIZATION for PICKING UP PAYCHECKS

(Today's Date)

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 form, along with the written (not stamped) signature, must be emailed 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 is required to pick up paychecks.

Paycheck pick-up location:

Human Resources
Payroll Services
3280 Progress Drive, Suite 100
Orlando, FL 32826