



AUTHORIZATION for PICKING UP PAYCHECKS

*Individual picking up check must bring signed form or have form on file with Human Resources.
A photo I.D. of the individual picking up check will be required in order for the check to be released.*

Today's Date

Please allow _____ to pick up the paycheck for
(Print name of person picking up check)

(Print Employee's Name)

This authorization applies to the pay dates below (check one):

Only release the next available payroll check to the authorized person _____.
(Pay date)

Release all payroll checks to the authorized person until I stop this authorization by written instruction.

Employee's Signature

Print or Type Employee Name

The completed form with signature may be emailed to Candy Yearwood, Human Resources Administrative Assistant, at cyearwood@kisd.org, or brought to the Kilgore ISD Administration building.

Please remember: Photo ID's are required to pick up all payroll checks.

Paycheck pick-up location:

Kilgore ISD Administration
301 N. Kilgore St.
Kilgore, TX 75662

-----Where Every Student Counts-----