

AUTHORIZATION TO RELEASE PAYROLL CHECK(S) TO A THIRD-PARTY REPRESENTATIVE

(Please provide all information requested below)

EMPLOYEE INFORMATION

**Copy of Photo ID with signature required.*

First Name: _____ Last Name: _____

E-mail: _____ Telephone: _____

*Signature: _____

(Original Signature Only)

By my authenticated signature ** I authorize John Jay College to release my paycheck to the representative indicated below. I acknowledge that the College is not responsible for any delays that may occur in receiving my check.

AUTHORIZATION INFORMATION

Name of Representative: _____

Authorization Date(s) (mm/dd/yyyy):

Representative **must** present an official photo ID card (JJC ID card or government-issued such as a driver's license, state ID, passport, etc.) at the time of pick-up. This authorization will not be honoured without a valid ID.

FOR OFFICE USE ONLY

Bursar Initials & Date:
