



Check Distribution

Authorized Payroll Check Courier Form

Purpose

Payroll will use the **Authorized Payroll Check Courier Form** to grant or deny any individuals requesting pick-up of paychecks for a department or school.

Instructions

- Please complete the **Authorized Payroll Check Courier Form** as soon as changes are known.
 - Listed courier must have a valid USF ID or driver's license to present to Payroll at time of check pick-up.
- Return signed and completed **Authorized Payroll Check Courier Form** via inter-campus mail or walk in to HR in LM 339. The form should be marked Attn: Payroll.

Courier Name	Department	Check Distribution	Courier Status	
1.			<input type="checkbox"/> Add	<input type="checkbox"/> Delete
2.			<input type="checkbox"/> Add	<input type="checkbox"/> Delete
3.			<input type="checkbox"/> Add	<input type="checkbox"/> Delete
4.			<input type="checkbox"/> Add	<input type="checkbox"/> Delete
5.			<input type="checkbox"/> Add	<input type="checkbox"/> Delete
6.			<input type="checkbox"/> Add	<input type="checkbox"/> Delete

Authorization

By signing the **Authorized Payroll Check Courier Form**, I am authorizing the following changes noted in the table above to take effect. I understand it is my responsibility to notify Payroll via the **Authorized Payroll Check Courier Form** of any additions or deletions of approved couriers.

Budget Manager Legal Name

(Please Print)

Budget Manager Signature

Date

Telephone Number

Please ensure you have adequate check control procedures within your department. Any checks that are not picked-up in your department must be returned to Payroll within seven (7) days after pay day.