



Pinellas Suncoast Transit Authority
3201 Scherer Drive
St. Petersburg, FL 33716

AUTHORIZATION FOR PAYROLL CHECK DISTRIBUTION
(Employee Pre-Authorization for Pick-Up of Payroll Check-Other than Employee)

Employee Name: _____ Employee Number: _____

I _____, authorize my paycheck, pay date _____, be
(Employee name, please print)

received by: _____
(Print name)

One time, indicated by Pay Date above.

Continuous, until notified otherwise.

Employee Signature: _____ Date: _____

For Payroll Use Only:
Received Payroll (stamp date)

NOTE:

Person picking up the payroll check will be required to present identification.
(i.e., driver's license, photo I.D.)

Checks will be available at the front lobby from 8:30 a.m. until 4:00 p.m. (Pay Day).

This form must be received by the Payroll department no later than (Friday), one week before Payroll is distributed.

RETURN TO PAYROLL DEPARTMENT