



# 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.