

TEAMWORK



Check Release Authorization

915 Mistletoe Lane, Redding, CA 96002 Phone (530) 223-4674 Fax (530) 223-6342

Employee Name:

Company Name:

Payroll Check Released to:

Effective Start Date:

Ending Date:

One time only

Employee Signature: _____

Date: _____

It is the employee's responsibility to notify Teamwork HR of any changes to the above information. Teamwork HR does not assume liability for any negotiable instrument, once it has left our office