



The University of Montana
Missoula, MT 59812
Phone: 406-243-5372
FTS: 406-329-3128
FAX: 406-243-6064
MTCWRU@umontana.edu
www.umt.edu/MCWRU

Check Authorization – Mail Out Request

I understand that my first pay check will not be direct deposited and that I need to either pick it up from Human Resource Services or provide authorization and a mailing address on this form to have it mailed.

I, _____, hereby authorize the Human Resource Services Office to mail my payroll check(s) to the following address:

I get paid Bi-Weekly.

- I request direct deposit (fill out direct deposit form) and I will pick up my first paycheck from Human Resource Services
- I request direct deposit (fill out direct deposit form) and would like my first check mailed.
- I will pick up all my paychecks from Human Resource Services
- I do not want direct deposit and would like my checks mailed.

Print Name

Signature

Date

Social Security # _____