P.O Box 1663
Los Alamos, New Mexico 87544

MEMORANDUM

TO: CRAFT PAYROLL DEPARTMENT – P238

SUBJECT: AUTHORIZATION FOR ANOTHER-PARTY PICK-UP OF PAYCHECK

I hereby authorize_____to pick-up my paycheck for the pay for
(PLEASE PRINT)

week-ending _____.

I hereby release LANL, its affiliates and employees from any liability arising in conjunction with any effort to comply with this authorization.

PLEASE PRINT NAME SIGNATURE Z# DATE

RECEIPT FOR PICK-UP

PLEASE PRINT NAME SIGNATURE DRIVERS LICENSE # DATE

Last updated: 01/05/2016