



P.O Box 1663
Los Alamos, New Mexico 87544

MEMORANDUM

TO: CRAFT PAYROLL DEPARTMENT – P238

DATE: _____

SUBJECT: AUTHORIZATION FOR 3rd PARTY PAYCHECK PICKUP

I hereby authorize _____ to pick-up my paycheck for the pay for
(PLEASE PRINT)

week beginning _____.

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

SIGNATURE Z#

DATE

RECEIPT FOR PICK-UP

PLEASE PRINT NAME: _____

SIGNATURE Z#

DRIVERS LICENSE #

DATE