



Paycheck Options

Please choose one of the following:

- Direct Deposit (*Enclosed Direct Deposit form must be filled out completely*)
- Check (**Pick up in our office, Friday's between 8:00 am and 5:00 pm**)

If choosing Direct Deposit, may we e-mail your pay stub to you?

- Yes - E-mail address: _____
(Please print clearly)
- No – Paystub will be available online in your Web Portal Account

Would you like to authorize anyone else to pick up your check for you?

- Yes
- No

If yes, please list the name(s) of those authorized. They will be required to show ID.

Signature _____ Print Name _____

Date _____

** By providing permission to e-mail your pay stub, noted above, you understand and agree that The HR Office, Inc. will provide no guarantee of security for such e-mailed pay stub.