

## PICKING UP A PAYROLL CHECK

I \_\_\_\_\_ give permission to  
(Student's Name)  
\_\_\_\_\_ to pick up my Payroll Check.  
(Person picking up Payroll Check)

I certify that I am attending classes for the \_\_\_\_\_  
semester at Arkansas Tech University.

Student ID Number: \_\_\_\_\_

Student Printed Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Person picking up Refund Check must have the following three items (NO EXCEPTIONS):*

- This completed Note
- Student's Photo ID (Arkansas Tech Issued ID or Valid/Current Driver's License)
- The person picking up the Payroll Check must have their own ID