

The Town of Newton, N.H.

Authorization for Release of Paycheck to Second Party

I, _____, am not able to personally
(print name)
pick up my paycheck on _____. Therefore, I give my
(date)
permission for _____, to pick
(print name)
up my paycheck on my behalf.

Employee signature

Date

Second Party Acknowledgement of Receipt of Paycheck

I, _____,
(print name)
received _____
(employee's printed name)

_____paycheck(s).

Second Party Signature

Date