



Human Resources and Labor Relations Authorization for Mailing of Paycheck

This authorization form must **be completed** in **print and signed** and submitted to the Office of Human Resources via email at humanresources@qcc.cuny.edu or via fax to 718-281-5499.

Check Recipient:

Name:

Address:

Last 4 number of SSN:

Prior Contract Title:

Current Contract Title:

Phone Number:

Email Address:

By signing below, I am authorizing Queensborough Community College to mail my payroll check to the address listed above via **regular U.S. mail**. I understand that once my paycheck has been mailed, I cannot hold Queensborough Community College responsible for its delivery and receipt.

Signature

Date