

Authorization for Release of Check to an Agent and Agent's Receipt for Check

Authorization for Release of Check to an Agent

(To be completed by check payee)

I, _____, authorize the University of California, Davis, to deliver my:

- paycheck
- other check (describe) _____

dated approximately _____ to my agent, _____

Signature: _____ Date: _____

Address: _____

Agent's Receipt for Check

(To be completed by agent when check is received)

I hereby acknowledge receipt of the University of California, Davis, check described above payable to _____ for delivery to its legal owner.

Signature: _____ Date: _____

Address: _____

Verification of Identity

(To be completed by check custodian)

Identification verified (e.g., CDL #): _____

Check Custodian's Initials: _____

Retention Period: 1 year by department