Texas State University-San Marcos
Office of Payroll & Tax Compliance

AUTHORIZATION TO RELEASE PAYROLL CHECK

I, ____________________________________ authorize _________________________________
(your name) (designee's name)

to pick up my payroll check(s) dated ____

My ID card (Texas State ID or valid government issued ID) is attached for verification purposes.

Signature ____ Date _________________________

Picked up by _____________________________________ Date _________________________
(signature)

THIS FORM MUST BE PRESENTED WITH PROPER ID TO THE CASHIER'S OFFICE IN PERSON

– –
(cut here)

Present the top portion of this form to:

Cashier's Office
Texas State University-San Marcos
J.C.Kellam Building – 1st floor lobby
San Marcos, TX 78666

If you have questions, please contact us at (512) 245-2543 or payroll@txstate.edu.