

Career Concepts

The Right People. The Right Job.

TO: ALL EMPLOYEES

RE: PAYCHECKS BY MAIL

PLEASE READ IN ITS ENTIRETY BEFORE SIGNING

INITIAL

If you desire you paycheck to be mailed:

- 1) Please complete the bottom portion of this form, this is the exact address your check will be mailed to. Please ensure the information is legible and correct.
- 2) Please be informed Career concepts will not be held responsible for lost or stolen checks after they have been mailed from our office.
- 3) Your check will be mailed from our office no later than Thursday at mail pick up of the week your check is owed to you.
- 4) From that point on, delivery of your pay check is the responsibility of the U.S. Post Office.
- 5) **A mailed paycheck is considered a privilege and is only available at company discretion and when you have completed all requested paperwork. All final paychecks must be picked up at your branch location.**

If your check is lost in the mail:

- 1) Career Concepts will stop payment two (2) weeks after the check issue date.
- 2) You will be responsible for the stop payment fee assessed by the bank.
- 3) You must also go to the post office to place a trace on the missing check.
- 4) Only after completion of all 3 steps, will a new check be issued for you.

If for any reason your check is stolen:

- 1) Career Concepts will obtain a copy of the cashed check for you.
- 2) You will need to go to Northwest Savings Bank to sign an affidavit of forgery.
- 3) After the Bank credits our account, a new check will be issued to you.

By initialing above and signing below, you agree to all of the above stipulations.

Name: _____

Social Security Number: _____

Mailing Address: _____

Signature: _____

Date: _____