



Exhibit K  
Revised 12/12/2006

## Authorization to Release Final Payroll Check

Date: \_\_\_\_\_

*Please note your final paycheck may not be automatically deposited. You may either give us an address to mail it to or you may pick it up from the Human Resources/ Finance department.*

☐ Please release the Final Paycheck to \_\_\_\_\_

☐ Mail To:

☐ Employee will Pick-up Payroll Check.

\_\_\_\_\_  
Employee Name and Signature

☐ Do not release the final payroll check of \_\_\_\_\_.

Justification for withholding Payroll Check:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Department Head Signature