



P.O. Box 1663  
Los Alamos, New Mexico 87545

**MEMORANDUM**

TO: CRAFT PAYROLL DEPART, P299

DATE: \_\_\_\_\_

SUBJECT: AUTHORIZATION FOR ANOTHER-PARTY TO PICK-UP PAYCHECK

I hereby authorize, \_\_\_\_\_, to pick-up my paycheck  
(PLEASE PRINT)

for the pay for the week beginning \_\_\_\_\_.

I hereby release Los Alamos National Laboratory, its affiliates and employees from any liability arising in conjunction with any effort to comply with this authorization.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
Z#

\_\_\_\_\_  
ORG CODE

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**RECEIPT FOR PICK UP**

\_\_\_\_\_  
PLEASE PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
Z# or DRIVER'S LICENSE #

\_\_\_\_\_  
DATE