

## Request for Release of Payroll Check

### Employee Identification

Last Name	First Name	M.I.	WOU ID #

### Employee Certification

Payroll Month	Year	Date of Payday (MM/DD/YYYY)	
Employee Signature		Date	Time

I, the above signed, request early release of my payroll check. I understand that I may not cash or deposit my payroll check prior to 12:01 am on payday. Early cashing or depositing of the payroll check may be cause for disciplinary action.

### Check Release Signature

Authorized HR Personnel Signature	Date	Time