

*Texas State University*  
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**

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(cut here)

Present the top portion of this form to:

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

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