

Newton Community School District

MAILING OF PAYCHECK AUTHORIZATION FORM

Senate File 2222 Payment of Wages bill amends Iowa Code 91A.3(3) to require that wages be paid to the employees at the place of employment (eliminates employer option of mailing check), or by direct deposit at employee request. The legislation states the employee may make written request to receive their paycheck by mail and the employer must keep this authorization on file.

Complete and return this form to the Payroll Office for mailing of your paycheck when school is not in session or every pay if you are a substitute.

I authorize the Newton Community School District to mail my net pay to my home at the address listed below. This authority will remain in effect until I give written notice to cancel it.

I, _____, by my signature below, give the Newton Community School District permission to send by regular mail any wages due me.

My current address is:

Signature: _____ Date: _____