

## MEMORANDUM

Date: July 2, 2008

To: Pastors, School Administrators, Business Managers/Bookkeepers

From: Julie Mahaney

Re: Mailing Payroll Checks

Effective July 1, 2008, a law by the Iowa Legislature took effect stating that payroll checks can no longer be mailed to employees unless an authorization signed by the employee is on file.

Attached please find the authorization form that the employee must sign to approve the mailing of his/her paycheck. Form I should be used by parishes/schools where the employee has the ability to directly deposit his/her paycheck. Form II should be used for employees that do not have this ability. Please complete this form for each person that you currently mail checks to, populating each field that's in italics and printing it on letterhead. We recommend that you prepare and distribute these forms immediately so this change doesn't interrupt your current process of distributing paychecks.

Note that if a signed authorization is not on file, the check will need to be held at the office until the employee can collect it. For persons that normally pick their paycheck up in the office, this change has no impact. However, if he/she is ever unable to pick up the check, you won't be able to mail it without this authorization. You may want to consider sending the form to these employees as well.

In the future, we recommend that this form be included and completed as part of any new employee's orientation.

Please feel free to contact me at 712-233-7515 or via e-mail at [JulieM@scdiocese.org](mailto:JulieM@scdiocese.org) if you have any questions.

Place on your letterhead

(Date)

Dear (Employee First and Last Name)

You are receiving this notice because you receive a PAYROLL CHECK that you cash or take to your bank. PLEASE READ THIS MESSAGE CAREFULLY.

Because of action taken by the Iowa Legislature in the 2008 session, (insert name of parish or school) may no longer mail payroll checks to employees unless there is a signed authorization to mail on file. This new law takes effect on July 1, 2008. Employees who do not currently take advantage of direct deposit have two options for receiving payroll: (1) complete an authorization to mail or (2) initiate a direct deposit authorization for your payroll funds.

We strongly urge you to complete a direct deposit authorization if you have not already done so. Direct deposit ensures that payroll funds are electronically transferred to your bank account. To enroll in direct deposit, please complete a Payroll Direct Deposit Authorization form, attach a voided check (or deposit slip only for a savings account) and return the authorization to (insert name) at (insert office location).

If you choose to authorize the mailing of your paycheck, please sign below and deliver or mail this form to (insert name) at (insert office location). If you do not return a direct deposit authorization or an authorization to mail your paycheck, your next payroll check will be held at the office until you come to collect it.

If you normally receive your paycheck at the office or pick it up at the office, this will not impact that practice. However, if you are ever unable to pick up your check at the office, we will not be able to mail it to you without this authorization signed.

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Authorization to mail paycheck

I authorize my employer, (insert parish or school name), to mail my paycheck to my home address, as provided below. I understand it is my responsibility to notify my employer when my address changes.

\_\_\_\_\_ Date

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Address: Street, City, State, Zip

Place on your letterhead

(Date)

Dear (Employee First and Last Name)

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Because of action taken by the Iowa Legislature in the 2008 session, (insert name of parish or school) may no longer mail payroll checks to employees unless there is a signed authorization to mail on file. This new law takes effect on July 1, 2008.

If you choose to authorize the mailing of your paycheck, please sign below and deliver or mail this form to (insert name) at (insert office location). If you do not return an authorization to mail your paycheck, your next payroll check will be held at the office until you come to collect it.

If you normally receive your paycheck at the office or pick it up at the office, this will not impact that practice. However, if you are ever unable to pick up your check at the office, we will not be able to mail it to you without this authorization signed.

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Authorization to mail paycheck

I authorize my employer, (insert parish or school name), to mail my paycheck to my home address, as provided below. I understand it is my responsibility to notify my employer when my address changes.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address: Street, City, State, Zip