

**Authorization for Release of Check to an Agent and Agent's Receipt for Check**

**Authorization for Release of Check to an Agent**

(To be completed by check payee)

I, \_\_\_\_\_, authorize the University of California, Davis, to deliver my:

- paycheck
- other check (describe) \_\_\_\_\_

dated approximately \_\_\_\_\_ to my agent, \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**Agent's Receipt for Check**

(To be completed by agent when check is received)

I hereby acknowledge receipt of the University of California, Davis, check described above payable to

\_\_\_\_\_ for delivery to its legal owner.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**Verification of Identity**

(To be completed by check custodian)

Identification verified (e.g., CDL #): \_\_\_\_\_

Check Custodian's Initials: \_\_\_\_\_

*Retention Period: 1 year by department*