

# Payroll Delivery Instructions



## PLEASE COMPLETE THE FOLLOWING FORM AND RETURN TO NATIONAL PEO

**IMPORTANT NOTE:** Couriers are not permitted to leave payrolls without obtaining a signature unless alternate delivery instructions have been provided by the client. Couriers are instructed to bring payrolls back to National PEO if no authorized individuals are available to sign for delivery.

**National PEO accepts no responsibility for delivery of payrolls left without a signature. Further, National PEO cannot guarantee that the courier company will comply with the instructions provided below.**

Company Name: \_\_\_\_\_

The following individuals are authorized to sign for payroll deliveries:

Anyone      Any Employee Listed Below

_____	_____
_____	_____
_____	_____

If you would like to provide alternate instructions for the courier in the event no one is available to sign for a payroll delivery, please do so below. Keep in mind that C.O.D. deliveries will not be left without picking up a check and that a 2nd delivery attempt may result in a second delivery charge.

*Attention Courier:* If no authorized individuals are available to sign for the payroll delivery, please follow these instructions:

- Slide payroll under the door.
- Leave payroll with a neighbor at: \_\_\_\_\_
- Leave payroll on the receptionist's desk.
- Call phone number \_\_\_\_\_ and ask for \_\_\_\_\_
- Other: \_\_\_\_\_

Please provide any special delivery instructions. (example: Mail checks to one location and email invoices)

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Title