

# Nurse Aid, LLC & Angel Hands Home Care

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## Consent to Have Payroll Check Mailed

If you wish to have your payroll check mailed to you, you should make the request directly to the payroll department. No check will be mailed unless the employee to whom the check belongs personally makes the request. Once you have requested your check be mailed, it will be mailed every week provided that you have a check that week, unless the employee requests that it not be mailed. This request must also be made directly to the payroll department. You will be asked to sign a consent giving Nurse Aid/Angel Hands Home Care permission to mail your check and alleviating them of any responsibility in the event something happens to the check once it has left our premises. Checks are generally mailed out every Wednesday morning; however there is no guarantee from Nurse Aid/Angel Hands Home Care that you will receive your check the next day. Once it leaves the office it is in the hands of the local post office AND it is out of the control of Nurse Aid/Angel Hands Home Care. We hold no responsibility as to when you will receive your check once we have mailed it. It is your responsibility to keep your mailing address current with the Nurse Aid/Angel Hands Home Care office in order to ensure a more speedy delivery of your check.

In the event that a mailed check is lost or stolen you may request to have payment stopped on the check; however the bank does charge a fee for that service, which you will be responsible for paying. Nurse Aid/Angel Hands Home Care will then issue to the employee another check for the same amount minus the stopped payment fee 24 hours after it has been verified with the bank that the original check has not yet cleared the bank. If you have requested to be put on the mailing list and NURSE AID, LLC/ANGEL HANDS HOME CARE needs for you to come to the office to up-date your file or make any necessary changes that may occur, you will be notified that you need to come to the office to pick up your check that week, and you will be expected to do so.

If you have a problem with receiving your check on time through the mail then you should come to the office and pick it up because once again, **NURSE AID, LLC/ANGEL HANDS HOME CARE IS NOT RESPONSIBLE FOR LOST OR STOLEN CHECKS ONCE THEY HAVE LEFT OUR PREMISES!**

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\*\*\*Please check **ONE** of the statements below\*\*\*:

- I WISH TO BE PLACED ON THE MAILING LIST AND HAVE MY CHECK MAILED EVERY WEEK.
- I WISH TO PICK MY PAYCHECK UP AT THE OFFICE EVERY WEEK, BUT IN THE EVENT I AM UNABLE TO COME TO THE OFFICE TO GET IT, I WILL CALL AND ASK THAT IT BE MAILED.
- I DO NOT WANT MY PAYCHECK MAILED AT ANY TIME.

I am requesting that Nurse Aid/Angel Hands Home Care mail/do not mail (whichever applies as above) my payroll check. I have read the above statement concerning the policy and procedure for this process, and by signing below I agree to the terms of this arrangement.

\_\_\_\_\_  
Employee Signature

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Date