



# 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: \_\_\_\_\_

Phone: 480.429.8098

Fax: 480.945.1525

www.nationalpeo.com