

*Families MatterS*  
51123 Washington  
New Baltimore, Mi 48047

*Paycheck Hold Form*  
(586) 725-6026

## *Paycheck Permanent Hold*

I, \_\_\_\_\_ would like my paycheck permanently held so that I can pick it up in person every other week when it is issued.

This is to certify that I, \_\_\_\_\_ authorize **Families MatterS Services** to mail my paycheck to the address I have provided on my application. I fully understand that **Families MatterS Services** is not responsible for delay/lost after my check has been mailed. A new check can only be issued after I have completed and submitted the void-check process.

If there are any updates or changes, please contact me at \_\_\_\_\_

If I change my mind about picking up, or any contact information changes, I will contact my supervisor at (586) 770- 5325 or the FMS office at (586) 725- 6026.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date