



<b>Form DIS1000</b>
For Disbursement Use Only (Date Received)

## Authorization to Receive Paychecks

**NOTE:** To ensure the security of paychecks and to comply with applicable requirements, the Disbursement Office must maintain records of who in the University are authorized to receive paychecks for specific areas.

Please provide all information required below. Indicate ALL individuals who are authorized to receive paychecks delivered to your department. Paychecks will be released only to those named in this form. Please submit completed form to Disbursement Office.

### DEPARTMENT INFORMATION

DEPARTMENT	DEPARTMENT ADDRESS	CHECK LOCATION CODE

### INDIVIDUALS AUTHORIZED TO RECEIVE PAYCHECKS

NAME	SIGNATURE	TELEPHONE

### DATE EFFECTIVE

Please indicate the date by which this authorization becomes effective. This is to ensure that Disbursement refers to the most current information.  Please make sure that information is updated consistently. Inform Disbursement immediately when an individual is no longer authorized to receive paychecks for your area. Always list all individuals authorized on every "renewal/update" form.	DATE AUTHORIZATION IS EFFECTIVE

### APPROVAL/AUTHORIZATION

NAME OF APPROVER (DEAN, DIRECTOR, DEPARTMENT HEAD)	TELEPHONE	DATE
SIGNATURE	NYU EMAIL ADDRESS	

**Comments:**

<b>Submit completed forms to:</b>  Disbursements 105 E 17th St., 3rd Fl. New York, NY 10003-9580 Telephone: (212) 998-2840	
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