

# **\*\* NOTICE \*\***

## **Paychecks cannot be mailed without signed authorization**

**Iowa law (Iowa Code 91A.3) requires that an employer have a signed authorization from an employee before wages can be sent to that employee by United States mail. *This does not include mailing direct deposit stubs.* The purpose of the revised law is to ensure that employees receive wages in a timely fashion.**

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## **Paycheck Mailing Authorization**

I, \_\_\_\_\_, authorize the Pottawattamie County Auditor's Office to forward  
(print name)

my paycheck(s) as designated below by United States mail to the address below. I further understand that without such signed authorization, the County will not forward my paycheck(s) by mail (Iowa Code 91A.3).

Please mail my paycheck(s) dated \_\_\_\_\_

\_\_\_\_\_  
(signature) (date) Mail to: \_\_\_\_\_  
street address or PO Box  
\_\_\_\_\_  
(department) city / st / zip

Return authorization to: Pottawattamie County Auditor's Office, Attn: Payroll Dept,  
PO Box 649, Council Bluffs, IA 51502-0649

Or via email: [gina.hatcher@pottcounty-ia.gov](mailto:gina.hatcher@pottcounty-ia.gov)