

# MANUAL CHECK REQUEST

TODAY'S DATE: \_\_\_\_\_ REQUESTED BY: \_\_\_\_\_

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

CLIENT NAME: \_\_\_\_\_

EMPLOYEE INFO: \_\_\_\_\_ EMPL # \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DESCRIPTION OF PAY:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

INCLUDE 401K OR OTHER DEDUCTIONS THAT APPLY? \_\_\_\_\_

DELIVERY INSTRUCTIONS: \_\_\_\_\_