



Manual Check Distribution Exception Form

Instructions & Information

The City of Highland Park's standard practice is to direct deposit, ACH or mail a check USPS direct to the check payee. For employees who receive manual pay checks, a paper direct deposit advice or employee reimbursement checks and do not want checks or the advice USPS mailed, the payee may sign for and pick-up their check/advice, in person, at the Finance Department. The employee must present a valid state-issued ID and sign upon check/advice pick-up.

In the event checks/advices are not picked up within 5 business days of the distribution date, they will be USPS mailed, to the employee's address on file.

This election is to remain in full force and effect until the City of Highland Park has received a new Manual Check Distribution Exception Form.

Employee Information

Employee/Payee Number: _____

First Name: _____

Last Name: _____

Checks for pick-up at the Finance Department (Please select all that apply):

- Payroll Checks / Direct Deposit Advice
- Special Payroll Checks (Longevity, retro pay, etc.)
- Employee Reimbursement Checks

Signature

Signature

Date

Contact Information

City of Highland Park
1707 St. Johns Avenue
Highland Park, IL 60035

Payroll and Accounts Payable
E-mail: finance@cityhpil.com
Fax: (847) 432-2617