**Paycheck Permanent Hold**

I, would like my paycheck permanently held at the FMS office so that I can pick it up every other week when it is issued.

If there are any updates or changes, please contact me at ( ) - .

If I change my mind about pick up, or any contact information changes, I will contact my supervisor at (586) 770- 5325 or the FMS office at (586) 725- 6574.

Thank you,

Employee Signature Date

Witness Date