

Hartly Personnel

Office & Healthcare Staffing ~ Since 1981

Temporary Staffing • Temp-to-Perm • Permanent Placement

HARTLY PERSONNEL
180 South Broadway
White Plains, NY 10605

T: 914-428-2490
F: 914-428-2508

Date: _____

To whomever it may concern:

I instruct Hartly Personnel to mail my paycheck to the following address:

I take full responsibility for the mailing. If for any reason the check is not delivered, or is lost in the mail, I agree to pay any “stop payment” charges inflicted by Hartly Personnel’s bank.

Signature

Printed Name

INSTRUCTIONS:

Fill out this form.

Once this form is completed and signed, fax it to: (914) 428-2508.

Call us to confirm our receipt of your form. Our phone number is: (914) 428-2490