



File Guardian Employee Check Stub Delivery Authorization Form

Client Code: _____

Date: _____

Company Name: _____

Contact Email Address: _____

In an effort to go green and to help our clients do the same we are now offering employee check stub delivery via our encrypted email service. You decide when you want your employees to receive their check stubs and they will receive an email with a secure link to view, print and save their check stub. They can even access their stub right from their email enabled Smartphone's. Check stubs can be stored for up to one year on our secure network which employees can retrieve at any time, making wage verifications for mortgages and loans as easy as logging in and printing the necessary timeframes.

When would you like the employees to receive the email with the check stub?

On Check Date 1 Day Prior to Check Date 2 Days Prior to Check Date

(Please note that any employee the DOESN'T have direct deposit setup will still receive a paper check stub with their check.)

I authorize Eagle Payroll Service Inc. to email the secured check stubs to employees.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Internal Use Only

Setup Date: _____ FGX Setup: _____ ViewChoice Setup: _____ PC Server Setup: _____ Setup By: _____