

Early Check Request

PrimeSource Fax# 303-869-2997



Today's Date: _____

Print Name: _____

Last Four Numbers of your Social Security Number: _____

Company Name: _____

****A \$10.00 Fee will be deducted from your paycheck if an early check request is made - even if the check is not picked up until Friday**

Please mark if you would like this request to be "This Week Only" OR "Every Week".

 THIS WEEK ONLY:

- Provided that I request an early check by **12:00 pm Tuesday**, I understand that my check will be available on **Wednesday** from **7:00am until 5:30pm** at the PrimeSource Staffing office at 5250 Leetsdale Dr Suite 101, Denver CO 80246
- Provided that I request an early check by **12:00 pm on Wednesday**, I understand that my check will be available from **7:00am until 5:30pm on Thursday** at the PrimeSource Staffing office at 5250 Leetsdale Dr Suite 101, Denver CO 80246.
- If your approved hours have **not** been received, your early check will be issued the following day at 4:00 pm, as long as the approved hours have been received. **I understand that PrimeSource Staffing will not issue a check without receiving your approved time by the client.**

 EVERY WEEK:

- Provided that I request an early check by **12:00 pm Tuesday**, I understand that my check will be available on **Wednesday** from **7:00am until 5:30pm** at the PrimeSource Staffing office at 5250 Leetsdale Dr Suite 101, Denver CO 80246.
- Provided that I request an early check by **12:00 pm on Wednesday**, I understand that my check will be available from **7:00am until 5:30pm on Thursday** at the PrimeSource Staffing office at 5250 Leetsdale Dr Suite 101, Denver CO 80246.
- If you have not worked for PrimeSource for two weeks, you will need to complete a **new** early check request form.
- If your approved hours have not been received, an early check will be issued the following day at 4:00 pm, as long as your approved hours have been received. **I understand that PrimeSource Staffing will not issue a check without receiving your approved time by the client.**

*If you choose to cancel your early check request, PrimeSource must be notified 24 hours in advance of the request.

Please mark which day you would like to have your Early Check.

 WEDNESDAY (request submitted by noon on Tuesday; check available 7:00am – 5:30pm on Wednesday)

 THURSDAY (request submitted by noon on Wednesday; check available 7:00am – 5:30pm on Thursday)

Employee Signature (an emailed form is considered same as signature) _____

**A picture ID is required to pick up all checks.

**Checks are available at: 5250 Leetsdale Dr, Suite 101 Denver CO 80246
 10190 Bannock Street, Suite 201 Northglenn, CO 80260**

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