



Grant County Clerk
112 E Guthrie St, Rm 102
Medford, OK 73759

AUTHORIZATION AGREEMENT FOR ELECTRONIC PAY STUB SUBMISSION

GRANT COUNTY

Grant County is providing to those employees who receive their paychecks by direct deposit the option of receiving their pay stub by electronic mail (E-mail).

Pay will continue to be available to draw from on the regularly scheduled pay dates – usually the tenth of the month or the nearest business day.

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Electronic Authorization

I hereby authorize Grant County to submit my pay stub to my E-mail address provided below. I understand I will receive this email version of my pay stub in place of the paper version. I also understand that this E-mail address will continue to be the address until the Grant County Human Resources Department receives WRITTEN notice from me of a change of electronic mail address.

Receiving an electronic version of my pay stub will remain in effect until the Grant County Human Resources Department receives WRITTEN notice from me that I choose to receive a paper version of my pay stub.

EMPLOYEE NAME _____
(please print)

EMPLOYEE SIGNATURE _____

E-MAIL ADDRESS: _____

DATE: _____

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Paper Authorization (only needed to **discontinue** electronic pay stub)

_____ By initialing here and signing below I hereby notify the Grant County Clerk's Office that I wish to receive my pay stub in a paper form.

EMPLOYEE NAME _____
(please print)

EMPLOYEE SIGNATURE _____

DATE: _____

Please return completed form to **Grant County Clerk**, 112 E. Guthrie, Ste 102 Medford, Ok 73759. Fax: 580-395-2086 Phone: 580-395-2274 Email: Purchasing@grantcountyok.org