

# 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