Corporate Office
Evins Personnel Consultants, Inc.
2013 West Anderson Lane
Austin, Texas 78757
Phone: (512) 454-9561
Fax: (512) 483-9191

Texas Offices
Austin Round Rock
Houston San Angelo

Date: _____

Employee: _____

Address: _____

Social Security Number: _____

Missing Check # _____ Date: _____ Gross: _____

FICA: _____ Fed: _____ S/P Fee: _____

Net Amount: _____

I hereby certify that I have not received the above described check and that this check was never in my possession. I further certify that I gave no one permission to pick up my check on my behalf.

I authorize Evins Personnel Consultants to place a stop payment on the check and will cooperate with Evins Personnel Consultants in the investigation of this matter which may include: Preparing a sworn statement for Evins Personnel Consultants, cooperating with the Austin Police Department in the investigation of this matter, completing any necessary forms and / or paperwork as may be requested by the bank on which this check was drawn.

I authorize Evins Personnel Consultants to put a stop payment on my check and do agree to have the $30.00 fee the bank charges to be taken out of this check when this check is replaced. I understand that the theft of a payroll check is a serious offense.

_____

Signature Date

_____

Evins Personnel Consultants Date