



**Lisette Estrella-Henderson, Superintendent of Schools**  
5100 Business Center Drive, Fairfield, CA 94534-1658  
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## Pay Warrant Hold Authorization Form

In order to have your pay warrant held at the Solano County Office of Education's (SCOE's) main office on payday, please complete the following information and turn in to the Payroll Department prior to the 10<sup>th</sup> of the month:

- I would like to have my pay warrant held at the main office on payday. I understand that if I have not picked up my pay warrant by noon, 2 days after payday, my warrant will be mailed to the address on file.

Please select one of the following options:

- This is a one-time hold request, please hold my \_\_\_\_\_ paycheck.  
(month/year)
- This an ongoing request, please hold my paychecks until I request a change.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

You can return this form via any of the following methods:

Fax: (707) 863-4172

E-mail: [SCOEPayroll@solanocoe.net](mailto:SCOEPayroll@solanocoe.net)

Mail: Payroll & Benefits, 5100 Business Center Drive, Fairfield, CA 94534

If you have any questions, please contact Payroll and Benefits. (707) 399-4421 or (707) 399-4424.

Thank you.