

**NYU**Financial Operations
and Treasury

Payroll Stop Payment and Reissue Check Request

Date: _____

Check Number: _____

Employee Name: _____

Check Date: _____

NYU ID: _____

Net Amount: \$ _____

Gross Amount: \$ _____

I, _____, declare that the payroll check issued to me as indicated above is either **missing, lost or stolen**. Further, I confirm that check number _____ is not in my possession at this time and as I result I am requesting that a stop payment be placed and a replacement check be issued.

Additionally, if the check indicated above finds its way into my possession, **I will return the check to NYU immediately at:**

NYU Payroll Department
105 East 17th Street, 4th Floor
New York, NY 10003

Finally, I fully understand that although the originally issued check has my name on it, it is not meant to be an instrument of payment for me, I have no right to cash or deposit the check, I have no ownership of the dollar amounts indicated on the check.

(Signature)_____
(Date)

To further avoid missing, lost, stolen or delayed Postal delivery of your future payroll payments, please consider participating in NYU's Direct Deposit Program. This secure and convenient service ensures timely payments into your chosen bank account every payday even in inclement weather. Not only is direct deposit a timesaver, it ensures funds are available to you, on time every pay day. [Please visit PeopleSync to set-up your direct deposit today!](#)

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