

# Request for Payroll Check Stop Payment



TODAY'S DATE

## Check Details

CHECK PAYABLE TO	EMPLOYEE ID
ORIGINAL CHECK DATE	ORIGINAL CHECK NUMBER
	ORIGINAL NET AMOUNT \$

## Reason for Request

PLEASE TELL US THE REASON FOR THE REQUEST

<input type="checkbox"/> Never Received/Lost  <input type="checkbox"/> Damaged  <input type="checkbox"/> Stale Dated (past 180 days)	<p><b>The original check will be reissued once the stop payment is confirmed.</b> A Reissue will replace the original paycheck. Except for a new check number and issue date, the new paycheck will look exactly like the original paycheck including the employee name and address. These requests may be initiated by the employee.</p>
<input type="checkbox"/> Issued in Error	<p><b>The original check will be reversed once the stop payment is confirmed.</b> A Reversal cancels the original paycheck without issuing a new or replacement paycheck. This will credit the chartstring that was initially charged and remove the taxable wage and withholding from the employees W-2 balances. These requests must be initiated by the department.</p>
<input type="checkbox"/> Paid Wrong Amount	<p><b>The original payment will be reversed and adjusted giving the employee the net difference due.</b> An Adjustment cancels the original paycheck but will trigger a replacement in a different amount. The difference between the original gross and the replacement gross will be credited or debited to the chartstring. If amounts are due the employee a check will be issued for the net difference. If the employee had been overpaid, the employee and/or department will be contacted to discuss repayment. These requests must be initiated by the department.</p>

## Mail To

☐ Campus Address:

☐ Home Address:

## Signature

NAME (PRINT NAME)	DATE
PHONE	SIGNATURE
EMAIL	▶

▶ **Send the signed form to the Payroll Office, fax to (609) 258-1938, or email payroll@princeton.edu.**

**Please allow 3-5 business days for processing.**

The check will be voided once this request has been made.

If the original check is received, please do not attempt to deposit or cash the check at a future date. You will be liable for any additional charges that result from any attempt by you to deposit or cash it.

Questions? Contact the Financial Service Center, (609) 258-3080, or email finance@princeton.edu.