

## Payroll Check(s) Stop Payment Request/Confirmation/Reissue

Note: The reissued check will be available in 7- 10 business days

Check No.: \_\_\_\_\_ Amount: \_\_\_\_\_ Check Date: \_\_\_\_\_

Check No.: \_\_\_\_\_ Amount: \_\_\_\_\_ Check Date: \_\_\_\_\_

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Check No.: \_\_\_\_\_ Amount: \_\_\_\_\_ Check Date: \_\_\_\_\_

Check No.: \_\_\_\_\_ Amount: \_\_\_\_\_ Check Date: \_\_\_\_\_

Name (Print): \_\_\_\_\_ SUID: \_\_\_\_\_

Campus Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address to Mail Check: \_\_\_\_\_

Reason for Stop Payment: \_\_\_\_\_

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

----- FOR PAYROLL USE ONLY -----

Verify that the check(s) have not been cashed via JP Morgan Chase Access

Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

----- FOR TREASURER'S USE ONLY -----

Stop Payment Confirmation – Attn: Payroll (fax # 9565)

Date Placed: \_\_\_\_\_ By: \_\_\_\_\_ Confirmation Received: \_\_\_\_\_

If check was cashed, paid on: \_\_\_\_\_