

Request for Payroll Check Stop Payment



LAST UPDATED: 11/8/2021

TODAY'S DATE

Check Details

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

PLEASE TELL US THE REASON FOR THE REQUEST

Never Received/Lost

The original check will be reissued once the stop payment is confirmed. 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.

Damaged

Stale Dated (past 180 days)

Issued in Error

The original check will be reversed once the stop payment is confirmed. 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.

Paid Wrong Amount

The original payment will be reversed and adjusted giving the employee the net difference due. 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.

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.