Processing Stop Payments and Reissue

	Initiate	Process	Record	Report

Department

1. Email Name, UID, Check date, check number, and reason to Payroll Services. If reason is staledated check, provide original check as well.

5. If new check is available department of employee (with proper picture ID) can come to Payroll Services to pick up.

6. If original check has been cashed and employee does not believe they did so, a copy of the check and driver's license along with a notarized forgery affidavit should be submitted.

Payroll Services

2. Payroll Services review information for accuracy and forward request to Banking Services to be processed.

4. Payroll Services notify the department when check is ready for pickup or if check has been cashed.

State Banking Services

3. Banking Services process stop payment request and reissue the check or deny request if check has been cashed. This process typically takes 5 business days.

7. Investigation results in a new check issued or an explanation regarding the denial. This investigation typically takes several weeks to complete.