

## REQUEST FOR STOP PAYMENT/REISSUE OF PAYROLL CHECK

### **Overview:**

This form is to be used if a payroll check has been lost in the mail, destroyed, or otherwise misplaced. Check information can be found on the Payroll Check Distribution Report RPT058.

Please wait at least one week from the check issue date before requesting reissue.

The reissue process can take between 10 – 14 business days. Reissued checks will be included with the regular paychecks on payday.

The request must be submitted by the department.

### **Process:**

- 1.) Complete the stop payment/reissue form in its entirety.
- 2.) Enter one check per form. Additional forms will be needed if there are multiple checks for the same employee.
- 3.) Provide a detailed reason why the check needs to be reissued.
- 4.) Complete the department certification.
- 5.) A case in Service Now must be created to submit the form. Go to [Open a Case with Finance](#).



## **STOP PAYMENT/REISSUE REQUEST**

An asterisk (\*) denotes a required field

### **Part I: Employee Information**

<b>*Campus</b>	UMCP	UMES	UMCES	USMO
<b>*Employee UID:</b>				
<b>*Employee Name:</b>				
	Last Name	First Name	M.I.	
<b>*Current Street Address</b>				
<b>*City</b>		<b>*State</b>	<b>*Zip Code</b>	

### **Part II: Check Information**

**\*Check Distribution Code :**

**\*Check Date :**

**\*Check Number :**

**Check Amount :**  
(if available)

### **Part III: \*Reason for Reissue**

### **Part IV: Certification by Department**

I hereby certify that the referenced payroll check has not been received by the employee.

<b>*Printed Name</b>	<b>*Date</b>
<b>*Division/Department</b>	<b>*Email Address</b>