



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 check distribution report <https://adminreports.umd.edu>.

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.

Process:

- 1.) Complete the stop payment/reissue form in its entirety.
- 2.) Provide a detailed reason why the check needs to be reissued.
- 3.) Electronically sign and date the form.
- 4.) A case in Service Now must be created to submit the form. Go to [Open a Case with Finance - UMD Service Center](#). The fields can be completed as follows:

How Can We Help you? – Stop Payment/Reissue

What Is This Case About? – Payroll Services

More Specifically? – Check Reissue/Stop Payment



UNIVERSITY OF MARYLAND

OFFICE OF THE COMPTROLLER
PAYROLL SERVICES

1101-L Chesapeake Building
College Park, Maryland 20742-3121
301.405.5665 TEL 301.405.8685 FAX

REQUEST FOR STOP PAYMENT/REISSUE OF PAYROLL CHECK

TO: Payroll Services
1101-L Chesapeake Building
College Park, Maryland 20742
[Open a Case with Finance - UMD Service Center](#)

Today's Date: _____

1. Employee/Check Information:

Employee's Name: _____

UID: _____

Check Number: _____

Check Date: _____

Check Amount: _____

2. Reason for Stop Payment / Reissue:

3. Certification by Department:

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

Printed Name, Title

Date

Division/Department – Check Distribution Code

Telephone #