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
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 # ____________________________

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