



## Request for replacement of previously issued payroll check

**Please note:**

Check replacement requests will be accepted ten business days after original check issuance date to allow for delays in delivery. A \$20.00 bank stop payment fee will be deducted from the replacement.

### Payee Information

Employee Name: \_\_\_\_\_

Employee ID Number: \_\_\_\_\_

### Original Check information

Pay date: \_\_\_\_\_

Period end: \_\_\_\_\_

Reason for replacement: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Payroll office strongly encourages all employees to enroll in direct deposit.

To read more about direct deposit and its benefits please visit our website:

[https://inside.loyola.edu/financialservices/payroll/direct\\_deposit/index.html](https://inside.loyola.edu/financialservices/payroll/direct_deposit/index.html)