

PAYROLL CHECK RE-ISSUE REQUEST

PAYROLL OFFICE

THE PAYCHECK ISSUED TO ME ON _____ HAS BEEN DESTROYED OR LOST. PLEASE ISSUE A REPLACEMENT CHECK. I UNDERSTAND THAT IT MAY TAKE 7 TO 10 BUSINESS DAYS FOR A REPLACEMENT CHECK. IF THE LOST PAYCHECK IS FOUND AFTER I REQUEST THE RE-ISSUE, I UNDERSTAND THAT I AM REQUIRED TO RETURN THE CHECK TO THE PAYROLL OFFICE AT THE RICHARD STOCKTON COLLEGE OF NEW JERSEY.

PRINT NAME

SIGNATURE

Z #

DEPARTMENT

PLEASE CHECK ONE OF THE DELIVERY OPTIONS FOR THE REPLACEMENT CHECK:

CALL FOR PICKUP (number to reach you): _____

OR

MAIL TO: _____

**PLEASE RETURN THE COMPLETED COPY OF THIS FORM VIA EMAIL (PAYROLL@STOCKTON.EDU), FAX (609.626.5573), OR HAND DELIVER TO THE PAYROLL OFFICE AT J-112.

OFFICE USE ONLY

Check Date: _____ Check #: _____ Check Amount: _____

Prepared By: _____ Date: _____

Positive Pay Void Submitted On: _____

The Richard Stockton College of New Jersey
Payroll Office, J-112
101 Vera King Farris Drive
Galloway, NJ 08205