

# PAYROLL VOID/REISSUE 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 Stockton University.

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PRINT NAME

SIGNATURE

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Z #

DEPARTMENT

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DATE OF SUBMISSION

CONTACT PHONE #

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

CALL FOR PICKUP (number to reach you): \_\_\_\_\_

**OR**

MAIL TO: \_\_\_\_\_

**\*\*PLEASE RETURN ORIGINAL TO THE PAYROLL OFFICE AT J-115\*\***

**OFFICE USE ONLY**

Check Date: \_\_\_\_\_ Check #: \_\_\_\_\_ Check Amount: \_\_\_\_\_

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

Positive Pay Void Submitted On: \_\_\_\_\_

Stockton University  
Payroll Office, J-115  
101 Vera King Farris Drive Galloway, NJ 08205