

PAYROLL CHECK STOP PAYMENT FORM



DATE: _____

Employee Name _____

NJIT ID _____ (Please review Payroll Taxes FAQ on how to find NJIT ID)

Date of Paycheck _____ Paycheck # _____ Amount _____

THE CHECK WAS: (CIRCLE ONE)

1. Mailed by the Payroll Department.
2. Lost/misplaced or damaged paycheck.
3. Stale dated paycheck. (Passed 90 Days after the paycheck date)
 - Paycheck will be voided once this request has been made.
 - If the original paycheck is received, please do not attempt to deposit or cash it. You will be liable for any additional charges from your attempt to deposit or cash it.
 - Employees may return the original paycheck to the payroll office.

Employee Sign _____

Employee Phone _____

NJIT E-Mail _____

If the missing paycheck was endorsed, cashed, or the endorsement was a forgery, the Employee will email the AFFIDAVIT OF FORGERY- MAKER OF ENDORSER to payroll@njit.edu or submit it to the payroll office at Fenster Hall Ste. 525. Then the payroll office will file the affidavit with the respective bank.

FOR PAYROLL OFFICE USE:

VOIDED IN INTELLECHECK _____ REISSUED DATE _____

VOIDED POSITIVE PAY FILE TRANSMITTED TO THE BANK

COMPLETED BY _____ DATE _____

COMMENTS: _____