

**LCTCS Centralized Payroll (PeopleSoft)  
Request for Replacement Check/EFT**

Use this form to reverse (void) and reissue a payroll or off-cycle check when the check has been lost, stolen or destroyed and there are no changes in the gross to net calculation (the net pay of the check is correct), or when the payroll or off-cycle EFT has been returned or deposited to the wrong account and/or financial institution. **Note: The employee's direct deposit information must be corrected in the job data prior to submitting a replacement request or an EFT transaction.** This transaction will generate a CHECK for replacement of a check or EFT and will be mailed to the mailing address on record at the time of the original payment.

**Type of Replacement:**

/ / Check            / / EFT (Direct Deposit)

**Employee Information:**

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

EMPLID \_\_\_\_\_

Business Unit/Location \_\_\_\_\_

**Check/EFT Information**

Check or Advice Document Number: \_\_\_\_\_

Check/EFT Date: \_\_\_\_\_

Gross Amount \$ \_\_\_\_\_ Net Amount \$ \_\_\_\_\_

**Reason for replacement:**

/ / Check non-negotiable (**Original check must be attached to request**)

/ / EFT return            Return Date: \_\_\_\_\_

Has the employee's account/financial institution information changed since above payment was generated? YES NO    Date Corrections Made: \_\_\_\_\_

If yes, additional required backup is a screen print of the updated direct deposit information.

/ / Stop payment requested (circle one)    Emp Never Rec'd    Emp Rec'd & Lost    Emp Rec'd & Destroyed  
Submit stop payment request

Has employee's mailing address changed since the above payment was generated? YES NO

If yes, additional required backup is a screen print of the updated mailing address.

**Note: It is the institution's responsibility to assure that complete and accurate information is provided to centralized payroll. Incomplete requests will not be processed by centralized payroll. These requests will be returned to the institution for completion and/or correction. The institution must contact and notify employee of EFT reversal request.**

Prepared By: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email \_\_\_\_\_

For Centralized Payroll Use

EFT Reversal Requested: \_\_\_\_\_ Reviewer: \_\_\_\_\_ New Check # \_\_\_\_\_

Stop Pay Processed Date \_\_\_\_\_ Reviewer: \_\_\_\_\_ EFT \$ Return Date: \_\_\_\_\_

Centralized Pay Completed Date: \_\_\_\_\_ Rep Signature: \_\_\_\_\_

### Request for Replacement Check/EFT

**Request for Replacement Check/EFT (LCTCSPR14)** form is used to replace a payroll or off-cycle check when the check has been lost, stolen, destroyed or is no longer negotiable and there are no changes in the gross to net calculation (all earnings, withholding, and net pay are correct).

- Stop payment processing will be required on all checks that have been lost, stolen or destroyed. Current procedures allow a stop payment to be processed by centralized payroll no sooner than the 10<sup>th</sup> (mailing) day after the check was mailed.
- A replacement may also be requested when the payroll or off-cycle EFT transaction has been returned by the bank and there are no changes in the gross to net calculation. **NOTE: The replacement process will generate a check to replace the original check or EFT.** Centralized payroll receives notices of EFT returns/corrections generated by the financial institutions for records that they have identified as containing incorrect information. Centralized payroll will notify each institution when an employee's payment has been returned. The institution must complete all necessary corrections to the employee's direct deposit information prior to submitting the replacement request to centralized payroll.
- Once centralized payroll receives confirmation of stop payment (on checks) or return of funds (on EFT's), the replacement process will be completed and the replacement check will be generated by centralized payroll. Payments requested on the Request for Replacement Check/EFT form will be printed and mailed directly to the employee at the mailing address generated on the original payment, unless otherwise noted. **For EFT returns, centralized payroll must receive credit from the bank. Note on EFT's:** a replacement may be allowed when the payroll or off-cycle EFT payment has been deposited to the wrong account and/or financial institution. Institutions must obtain centralized payroll's approval for this prior to submitting the Replacement form to centralized payroll. A replacement can be generated for the correct employee upon receipt of the Request for Replacement, but if for some reason centralized payroll does not receive credit for the bank reversal request (wrong employee withdrew funds), the institution will be responsible for generating a check to be forwarded to centralized payroll for deposit and collecting funds from the wrong employee.

Each institution is responsible for preparing LCTCSPR14 Request for Replacement Check/EFT forms and submitting these requests to centralized payroll for processing. It is the agency's responsibility to assure that complete and accurate information is provided to centralized payroll. Incomplete requests will not be processed and will be returned to the institution for completion and/or correction.

**The institution must contact and notify the employee that a bank reversal is being requested.**

The following procedures outline how to process a Replacement transaction:

1. Write or stamp the word "VOID" over the signature on the face of the employee regular or off-cycle payroll check if replacing a non-negotiable check. Make a photocopy. If the check has been lost, stolen, or destroyed, a Stop Payment request must be prepared and submitted to centralized payroll. Refer to procedures for Stop Payments for additional information.
2. Prepare a Request for Replacement Check/EFT (LCTCSPR14) form by completing the following information:
  - Employee Name
  - EMPLID
  - Business Unit/Location
  - Payment number
  - Payment Date
  - Gross Amount and Net Amount
  - Reason for Request
  - Prepared by
  - Contact information

**Note:** Agencies are permitted to FAX (225-922-2813) in the Replacement Employee Check/EFT (LCTCSPR14) requests only for Stop Payment Requests and EFT returns since no check is being submitted.

3. If direct deposit information was incorrect, the institution must correct prior to submitting to centralized payroll. Appropriate reason should be marked on the replacement request along with the date the correction was made and screen print accompany request.

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4. If mailing address was incorrect, institutions must correct in job data prior to submitting to centralized payroll and provide the required screen print of the new address. Appropriate reason should be marked and address change indicated on the replacement request. Centralized payroll will mail the check to the address provided on the screen print.
5. Submit the Request for Replacement Check/EFT (LCTCSPR14) along with all required documentation. Retain a copy of the requests and the check or appropriate documents in your institution's Replacement Employee Check/EFT file.
6. Centralized payroll will complete the Replacement process following receipt of the request and/or receipt of funds.