

**LCTCS Centralized Payroll  
Request for Stop Payment**

Use this form when a payroll or off-cycle check/EFT(Direct Deposit) has been lost, stolen or destroyed. Centralized payroll can authorize the Bank to stop payment on a check no earlier than the 10<sup>th</sup> mailing day after the check was mailed (usually Wednesday of the following payday week for regular payroll checks). A Certificate of Lost Payroll Check (LCTCSPR16) completed and signed by the employee must accompany the Request for Stop Payment. A request will not be accepted for any check that was endorsed "in blank" (e.g., signature only with no restriction such as FOR DEPOSIT ONLY or PAY ONLY TO) because the check is considered a bearer instrument and should not be replaced. An off-cycle check may be issued to duplicate the payment (no stop payment in effect on original check) providing the employee signs the Affidavit of Lost Payroll Check, Certificate of Indemnity (LCTCSPR17), and the agency is cognizant of the duplication and agrees in writing to assume all liability for the original check if it should be negotiated.

**Employee Information:**

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

VPDI(Institution)/Site \_\_\_\_\_

**Check Information**

Check Document Number: \_\_\_\_\_

Check Date: \_\_\_\_\_

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

**Reason for request:**

- / / Employee Never Received
- / / Employee Received and Lost
- / / Employee Received and Destroyed
- / / Other: \_\_\_\_\_

**Check Endorsed?** / /No / /Yes **If Endorsed, How?** / /FOR DEPOSIT ONLY / /SIGNATURE ONLY / /OTHER \_\_\_\_\_

/ / **Damaged check Attached. If check has been torn or mangled, it must accompany request.**

**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.**

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

Date Submitted: \_\_\_\_\_

For Centralized Payroll Use

Bank Information (One Connection)

/ /Check Outstanding / /Check Paid Date Paid \_\_\_\_\_

If Paid: Photocopy Requested \_\_\_\_\_ / /Aged Outstanding Check

Comments: \_\_\_\_\_

Request for Stop Payment

## REQUEST FOR STOP PAYMENT

A stop payment should be requested by an agency for any employee payroll or off-cycle check issued through the PeopleSoft system that has been lost, stolen or destroyed. Centralized payroll can authorize the Bank to stop payment on a check no earlier than the 10<sup>th</sup> mailing day after the check was mailed (usually Wednesday of the following payday week for regular payroll checks). A request will not be accepted for any check that was endorsed "in blank" (e.g., signature only with no restriction as FOR DEPOSIT ONLY or PAY ONLY TO) because the check is considered a bearer instrument and should not be replaced. An off-cycle check may be issued to duplicate the payment (no stop payment in effect on original check) providing the employee signs the Certificate of Lost Payroll Check (LCTCSPR16) and Affidavit of Lost Payroll Check, Certificate of Indemnity (LCTCSPR17), and the institution is cognizant of the duplication and agrees in writing to assume all liability for the original check if it should be negotiated.

**Note:** Centralized Payroll will contact the institution if a Stop Payment cannot be authorized because bank records indicate that said check has been negotiated. If the employee, when contacted, suspects forgery, the institution should request copy of canceled check from Centralized Payroll to review the signature. If the institution agrees that the check has been forged, forward the Affidavit of Forged Endorsement (LCTCSPR18), to the employee to complete and have notarized. Contact centralized payroll for additional instructions.

Each institution is responsible for preparing and submitting these requests to centralized payroll for processing. It is the institution'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 following procedures outline how to request a Stop Payment:

1. Receives notification that a check has been lost, stolen (contact centralized payroll immediately upon notification of stolen check from employee) or destroyed from employee. Obtains verification that the check was not endorsed "in blank" and all information necessary to complete the Stop Payment Request.
2. Forwards Certificate of Lost Payroll Check to employee. Include a date by which the completed certificate must be returned to Human Resources.
3. Prepares a Request for Stop Payment (LCTCSPR15), by completing the following:
  - a. Employee/Payee Name
  - b. Employee ID
  - c. Social Security Number
  - d. Business Unit/Location
  - e. Check Document Number
  - f. Check Date
  - g. Gross/Net Amount of Check
  - h. Reason for Request
  - i. Check Endorsed
  - j. How Endorsed
  - k. Torn/Mangled Check Attached
  - l. Preparer Name, Phone # and Email
  - m. Date Request for Stop Payment Submitted
4. Completes/receives required certificates and makes a copy.
5. Forwards original request, certificate and Replacement Employee Check/EFT form (LCTCSPR13 to centralized payroll for processing.
6. Files copies of Request for Stop Payment and Certificate in Stop Pay Request Pending file held by the institution.

If, shortly after a Request for Stop Payment has been forwarded to centralized payroll, the check in question has been found; centralized payroll should be contacted immediately to determine whether the requested Stop Payment is in effect. If the Stop Payment is not in effect, centralized payroll can declare the original check as negotiable. If a Stop Payment was placed, the institution must inform the employee and have the check forwarded to their office immediately. Write or stamp the word "VOID" over the signature on the face of the employee's regular or off-cycle payroll check. The check must then be immediately forwarded to centralized payroll **along with a note** indicating that a stop pay was placed on the check and the date the stop pay was requested.

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