



Request for replacement of previously issued payroll check

Please note:

Check replacement requests will be accepted five business days after original check issuance date to allow for delays in delivery. A \$20.00 bank stop payment fee will be deducted from the replacement.

Payee Information

Employee Name: _____

Employee ID Number: _____

Original Check information

Pay date: _____

Period end: _____

Reason for replacement: _____

Employee Signature: _____ Date: _____

The Payroll office strongly encourages all employees to enroll in direct deposit.

To read more about direct deposit and its benefits please visit our website:

https://inside.loyola.edu/financialservices/payroll/direct_deposit/index.html