

Payroll Check Fee for Lost Check

A stop payment must be placed on a lost payroll check before a replacement check can be issued. Employees or departments who lose payroll checks will be charged a processing fee of \$25.00 per lost check. This fee will be waived if the employee opts to sign up for direct deposit at the time of completing the lost check affidavit.

If a payroll check is partially destroyed, rather than lost, and the remaining parts are submitted, no fee will be charged for its reissuing, because no stop payment is required.

If a payroll check is lost in the mail, a stop payment will not be placed on the check until five (5) working days after the pay date of the check. The stop payment process will be initiated immediately if the employee or the department pays the \$25.00 processing fee.

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