

Stop Payment Form Completion Instructions

1. Company of employment. Circle one.
2. Complete **all** employee and check information. Contact location personnel if help is needed in completing check information.
3. "Working Fund check is being reissued at location." Circle "Yes" if check is being reissued at location. Circle "No" if Stop Payment area of Employee Payments is reissuing check.
4. Complete employee signature, home address, telephone number, date, Payroll Coordinator and payroll location telephone number. **Your Payroll Coordinator must sign the form. The Payroll Coordinator's phone number and E-Mail address must be included.**

Stop Payment Procedures

1. Completed form should be included in the plant overnight or intercompany package to appropriate address or emailed by payroll coordinator, who will retain the signed copy, to the address located at bottom of form. Faxed forms are not accepted.
2. Stop will immediately be placed upon receiving a correct request.
3. Bank will forward confirmation notice of stop being placed to Stop Payment area of Employee Payments within 1-3 days of stop payment being placed.
4. Check will be reissued by Stop Payment area on the same day that confirmation and cancellation notice is received from Bank. **ALL** reissued checks/paystubs will be returned to your local payroll office for distribution.

Special Notes

1. Stop payment requests **will not** be processed until five (5) business days after the original check date.
2. Reissued checks **will only** be direct deposited if you are currently enrolled in direct deposit.
3. Banks **will not** reverse stop payment requests.
4. If original checks are found, return to Employee Payments immediately.
5. Banks **will not** fax or mail confirmation notices to employees or locations.