



University of Massachusetts

*Amherst * Boston * Dartmouth * Lowell * President's Office * Worcester
Office of the President*

*Central Administrative Services
Treasurer's Office*

Payroll Stop Payment Request Form Instructions

Overview

The following instructions are a guide for using the Payroll Stop Payment Request Form:

- All forms must be completed and submitted by an authorized payroll department employee when requesting a Stop Payment and Reissue of a stale or non-stale dated payroll check. Forms will not be accepted by the Treasurer's Office if they have been completed and/or submitted by the payee.
- The Payroll Stop Payment Request Form should not be used for Payroll Reversals or Direct Deposit Returns.
- All forms must be submitted via fax at (508)856-4701. *Email requests will not be accepted.*
- Fill out forms online and print before submitting. Illegibility can increase processing time.
- Altered versions of the form will be returned for resubmission.
- The form is available on the Treasurer's Office website at:
<http://www.massachusetts.edu/treasurer/cashmanagement.html>

Fields

Section 1-Treasurer's Office Use Only

- This section must remain un-marked as the full section is used by the Treasurer's Office when processing.

Section 2-Campus Payroll Department Use Only

- Fill in the contact information of the payroll department requester.
- For Check Copy requests, or if the requester is unsure of the paid status of the check, please select the Check Copy Request box in Section 2 and do not complete Section B. *A form is required for each check copy request.*

Section A-Check Information

- Payee-enter the remit employee name as it appears on the check.
- Check Number-enter the 7 digit check number.
- Employee ID-enter the 8 digit Employee ID.
- Check Date-enter the check issue date.
- Check Amount-enter the net dollar amount of the check. Do not enter the gross amount of pay prior to deductions.

Section B-Re-Issue Information

- Enter the payee name and current mailing address.
- Check Distribution-Select whether the reissue check should be returned to the payroll department requester or directly to the employee at the address provided.