



## Stop Payments on Lost/Stolen Checks

In the event a check is lost or stolen, the Student Assistant will need to visit the Library Personnel Office immediately in order to initiate a stop payment.

- A Stop Payment Request Form will need to be completed and signed in order to begin the stop payment process.
- The Stop Payment process takes 5 – 10 business days. Payroll will verify that the check has not been cashed and will issue a replacement check.
- Payroll will notify the Library Personnel Office when a replacement check has been issued. The Library Personnel Office will then contact the Student Assistant.
- Once notified that a replacement check has been issued, the Student Assistant will be able to pick up the replacement check at the Payroll Office located at the Administrative Office Building (AOB), 104 Airport Drive. The Payroll Office is on the 3<sup>rd</sup> floor, Suite 3600.
- Prior to receiving the replacement check, the Student Assistant will be asked to sign an affidavit. In order to complete the affidavit, the Student Assistant will need to provide a photo ID.

If a lost check is found after the Stop Payment process has begun, the Student Assistant should NOT cash the original check. Instruct the Student Assistant to return the original check to the Library Personnel Office. The LPO will notify the Payroll Office, and the original check will be returned to payroll for cancellation.