

# Stop Payment Payroll Check or Direct Deposit

This form is to be used by University Departments to request a stop payment on a check or direct deposit.

**Please Note:**

- Only a full check or direct deposit can be stopped.
- Direct deposits can only be stopped if Payroll is notified by 12pm on Tuesday before payday.
- Check status will be verified by Payroll Services prior to any action is taken.
- Department must inform payee of stopped payment. Payroll Services is not responsible for any bank fees incurred by payee due to an overdrawn account.
- Address changes should be made prior to submitting request for stop payment.

For assistance contact Payroll Services at 612-625-2016

**Company (Choose One):**

UMN

UMP

UNS

**Type of Request (Choose One):**

**Stop Hard Copy Check:**

- Replace original check amount  
(No off cycle Request Form needed)
- Replace different check amount  
(Off Cycle Request form attached)
- Do not replace stopped payment

**Stop Direct Deposit:**

- Replace stopped payment  
(Off Cycle Request form attached)
- Do not replace stopped payment

Employee Name	Employee ID
Correct Address	Pay Period End Date
	Gross Amt \$
Employee Signature <i>(Signature Required for Stop Payments)</i>	

Mail check to above address

Pick up check at Payroll Services – Payroll Services will call department contact person when ready  
1300 South 2<sup>nd</sup> Street Ste 545

Department Contact Person		
Department Name	Dept ID and Entity	
Phone		Email
<b>Comment required</b>		

**PAYROLL SERVICES USE ONLY**

Check or Advice Number	Check or Advice Date	Net Amt	
Stop Pay Date	Cashed Date	Sequence #	Page #