**Lost Student Payroll Check Form**

*Please print neatly*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

K ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check Amount:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand the following:

* I can submit my direct deposit information and have the amount of my replacement check sent directly to my bank. *Processing will take 3-7 days from receipt of direct deposit information.*
* If I choose to have a paper check reissued to me, there is a replacement cost of ***$5.00 per check*** and must be paid before the check can be reissued. *Processing will take 2-3 weeks from receipt of replacement fee.*
* If I find the paper check once it has been reissued the check is null and void and I am responsible for any fees charged by my bank if I cash it.

Check One:

* **Direct Deposit replacement**
	+ *I have enrolled in Direct Deposit online through the Payroll website*
	+ *I have requested that my bank fax a Direct Deposit Authorization form.*
* **Paper Check replacement**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Internal Use by the Business Office***

* Verify the check is still outstanding in Pinacle
* For ACH replacements, VOID check in Pinacle and reissue as ACH from PR acct in Pinacle.
* For paper replacements VOID in Pinacle, pass this form to the Student Payroll Coordinator who will reissue paper check when the next student payroll is scheduled to run.

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*Please print neatly*

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