



# Payroll Services

## Stop Payment Request

Employee Name \_\_\_\_\_ BlazerID \_\_\_\_\_

Employee ID# \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

I am an employee of the University of Alabama at Birmingham and do certify that I have **NOT** cashed the payroll check for which I am requesting a stop payment due to (*check the reason that applies to you*)

- Misplaced       Damaged       Never Received       Stale-dated (> 90 days)
- Other (please explain)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

Please send completed form to Payroll Services via fax (205) 975-4739 or email ([payhelp2@uab.edu](mailto:payhelp2@uab.edu)).

**To be completed by UAB Payroll Services**

Check Number \_\_\_\_\_ Check Date \_\_\_\_\_ Check Amount \_\_\_\_\_

Replacement check \_\_\_\_\_ Hold for pickup \_\_\_\_\_ Mail \_\_\_\_\_