Lost, Stolen, or Damaged Payroll Check Replacement Request

Employee Name				
Lewis & Clark ID#				
Please provide the following information to insure that the correct payroll check is being voided and reissued:				
Check One:				
Student Payroll	General Payroll (Faculty and Staff)			
Check Number				
Check/Payroll Date				
Amount				
	I certify that the check indicated has been lost, stolen, or damaged and request that Lewis and Clark issue a replacement check.			
Signature				
If you have questions or	require further information in order to complete this form: please			

If you have questions or require further information in order to complete this form; please contact the payroll office. Student PR x7820 General PR x7819

Mail Stop Code: 31

The Business and Payroll Office is located on the lower floor of the Manor.

This Section to be completed by the Payroll Office Only				
Stop Payment Issue Date				
Bank Confirmation Number				
Replacement Check Date				
Replacement Check Number		Initials		