

## **Stop Payment and Check Re-Issue Policy**

### **Check Reissuance Procedures**

This section describes the procedures for reissuing payroll & reimbursement checks that are stale dated, lost, or destroyed. Under normal conditions, the general policy for reissuing a payroll check is 10 business days.

#### **Steps:**

##### **Employee or Claimant**

1. Complete the Check Cancellation Request/Stop Payment form.
2. Provide original stale dated check (if lost, please indicate on the form check was lost).
3. Submit to Payroll in person.

##### **Payroll (for Employees)/Finance Office (for Claimant)**

1. Verifies documents for accuracy (1-2 days).
2. Verifies original check has not been cashed and issues cancellation (1-6 days).
3. Reissues new payment (1-2 days).
4. Distributes check to claimant via method requested.

##### **Stop Payment Fee**

If a check was re-issued due to a lost check, a stop payment will be placed. The employee (or claimant) will be assessed the current bank fee of \$30.

##### **Distribute Replacement Check**

After the replacement check has been issued, employee or claimant will be contacted for pick up. If the claimant is not employed by Palisades Charter High School, check will be mailed.