



## Payroll Office

### REQUEST FOR STOP PAYMENT/ CHECK CANCELLATION

**PLEASE NOTE:** The check will be voided once this request has been made. If you receive the original check, please do not attempt to deposit or cash the check at a future date. You will be liable for any additional charges that result from any attempt by you to deposit or cash it. Please allow 3-5 business day for processing

*Please complete the information below and mail form to:*

**Princeton University  
Payroll Office  
5 New South Building**

Date of Request:	
Check Payable To:	
Employee ID:	
Check Date:	
Check Number:	
Net Amount:	

Reason for Stop Payment:

- Never Received
- Damaged
- Stale Dated Check
- Issued in Error
- Duplicate Payment
- Paid Wrong Amount
- Other: \_\_\_\_\_

Please reissue and mail to my current address.

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