

PAYROLL & TAX SERVICES STOP PAYMENT REQUEST

I hereby request Texas Tech to stop payment on the following payroll check:

Payable to: _____

Employee ID: _____

Check Number: _____

Year, Pay ID, Pay Nbr, Seq: _____

Date Issued: _____

Bank Account: Payroll – 198952

Reason: Lost _____ Lost in Mail _____ Stolen _____ Other _____

If the above check is found, I hereby agree to notify the Payroll Services before I attempt to cash the check.

Employee Signature

Date

Phone Number