

Stop Payment Request

Date: _____ Department: _____

Dept. Contact: _____ Phone#: _____

The Described Check is Reported (please check one)

Lost

Stolen

Not Received

Destroyed (attach check)

Check Information

Payee: _____

Payee's Address: _____

Check#: _____

Check Amount (net): _____ Check Date: _____

Send Request To: Payroll and Employee Processing Services

PO Box 6005

Please note: For stale dated checks, the employee must initiate the stop pay by contacting the State Treasurer's office at 304.340.1597.

WVU Payroll and Employee Processing,
One Waterfront Place, PO Box 6005,
Morgantown, WV 26506-6005
Phone: 304.293.3379
Fax: 304.293.7266