



**Stop Payment Request**

**Client Name:** \_\_\_\_\_ **Client ID:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

**Void Check**

- Original check must be attached for credit to be issued
- Write void across face of check

Reason for voiding check for this employee:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Stop Payment Request**

\* A fee of \$30.00 will be charged by our bank, please indicate how this fee will be recovered:

- Deduct from Employee Check
- Bill Client for this charge

Reason for issuing a stop payment order:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Payroll Account Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_