

University of Utah Payroll Department Stale Date Check Replacement Request

***There is a fee of \$12.00 for each replacement check issued. Check will not be reissued until this fee is received. Personal check or money order only will be accepted for this fee.** NO CASH WILL BE ACCEPTED FOR PAYMENT OF FEE.

Please fill this form out completely. Forms not filled out completely will be returned to the Employee.

Date: _____

Name on Check: _____

Employee ID #: _____

Date on Check: _____

Check Number: _____

Net Amount: _____

If you are not a current employee, please provide the current address where check should be sent.

Employee Signature

****Current University employees must have a direct deposit account set up for the reissue of this replacement check****

Revised 6/06/17

Payroll Department
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