

## Replacement Employee Check/EFT

Use this form to reverse (void) and reissue a payroll or off-cycle check when the check has been lost, stolen, or destroyed and there are no changes in the gross to net calculation (the net pay of the check is correct), or when the payroll or off-cycle EFT has been returned or deposited to the wrong account and/or financial institution. **Note: The employee's bank detail must be corrected in the master data prior to submitting a replacement request on an EFT transaction.** This transaction will generate a CHECK for replacement of a check or EFT and will be mailed to the mailing address generated on the original payment.

**Employee Information:**

Employee Name : \_\_\_\_\_

Employee Personnel No.: \_\_\_\_\_

Personnel Area Number: \_\_\_\_\_

**Payment Information (from off cycle workbench):**

Payment method (C or T): \_\_\_\_\_

Payment number: \_\_\_\_\_

Payment date: \_\_\_\_\_

Net Amount: \$ \_\_\_\_\_

**Reason for request:**

Check non-negotiable (**Original check must be attached to request**)

Stop payment requested (check one)    Emp Never Rec'd     Emp Rec'd & Lost     Emp Rec'd & Destroyed   
(attach OSUP/F4 and OSUP/F5)

Has employee's mailing address changed since the above payment was generated?    YES     NO   
**If yes, additional required backup is a screen print of the updated mailing address.**

EFT Return

Master Data bank detail incorrect    Date Corrections Made: \_\_\_\_\_

**Note: It is the agency's responsibility to assure that complete and accurate information is provided to OSUP. Incomplete requests will not be processed by OSUP and will be returned to the agency for completion and/or correction.**

Prepared By: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**For OSUP Use**

Stop Pay Processed Date: \_\_\_\_\_ Analyst \_\_\_\_\_

EFT Rev Requested Date: \_\_\_\_\_ Analyst \_\_\_\_\_

Rev Credit Received Date: \_\_\_\_\_ Analyst \_\_\_\_\_

LaGov HCM Rep Completed Date: \_\_\_\_\_ Analyst \_\_\_\_\_

F2 Received Date: \_\_\_\_\_

EFT Dollar Return Date: \_\_\_\_\_

New Check Number: \_\_\_\_\_

Check/EFT Log - Voids     Email to Agency

EFT Ret/Corr Report     New CK # on EFT Ret/Corr Rep

Comments: \_\_\_\_\_