



# Dartmouth College

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Telephone (603) 646-2697

DATE \_\_\_\_\_

TO: DARTMOUTH COLLEGE PAYROLL DEPARTMENT

DART ID \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

NAME \_\_\_\_\_  
(please print)

I UNDERSTAND THAT CHECK # \_\_\_\_\_ IN THE AMOUNT OF \$ \_\_\_\_\_

DATED \_\_\_\_\_ IS BEING CANCELLED AND THAT A NEW CHECK IS BEING ISSUED TO ME.

**I CERTIFY THAT I HAVE NOT CASHED THE ORIGINAL CHECK AND THAT I WILL RETURN IT TO THE PAYROLL DEPARTMENT IF FOUND.**

REASON: \_\_\_\_\_

Current Mailing Address

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

SIGNED: \_\_\_\_\_

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PAYROLL OFFICE

GENERAL ACCOUNTING

REQUESTED BY: \_\_\_\_\_  
(clerk)

DATE OF STOP PAYMENT \_\_\_\_\_

DATE: \_\_\_\_\_

PER: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_  
(supervisor)

TIME: \_\_\_\_\_

REISSUED: \_\_\_\_\_ YES \_\_\_\_\_ NO

APPROVED BY: \_\_\_\_\_

NEW CHECK: \_\_\_\_\_