

Digital Stop Payment Request Form for Payroll Cheque

Employee Information

Employee Name

Employee ID / Payroll Number

Department

Cheque Details

Cheque Number

Cheque Date

Amount (â‚¹)

Reason for Stop Payment

Please specify

Declaration

I hereby request a stop payment on the payroll cheque detailed above. I confirm all details provided are accurate to the best of my knowledge.

Digital Signature

Date

Important Notes

- This form should only be used for payroll cheques suspected to be lost, stolen, or issued in error.
- Submission of this request does not guarantee immediate stop of payment; allow for processing time.
- Ensure cheque details are accurate to avoid delays.
- A stop payment fee may apply as per company policy.
- Providing false information may lead to disciplinary action.

- Contact Payroll/HR department for further assistance if needed.