

Stop Payment Application for Payroll Cheques

Date: _____

To:

Payroll Department

[Company Name]

[Company Address]

From:

[Employee Name]

[Employee ID]: _____

[Department]: _____

Subject: Stop Payment Request for Payroll Cheque

I, [Employee Name], hereby formally request the Payroll Department to initiate a stop payment on the following payroll cheque:

Cheque Number: _____

Cheque Date: _____

Amount: _____

Reason for Stop Payment: _____

I acknowledge and accept any charges or procedures that may be associated with this request.

Kindly process this application at the earliest possible to prevent any misuse of the aforementioned cheque. Please let me know if any further details or documentation are required.

Signature:

Name: [Employee Name]

Date: _____

Important Notes

- Ensure all details are accurate before submission.
- Stop payment requests should be made as soon as possible to avoid unauthorized encashment.
- The payroll department may require additional verification for processing your request.
- Charges may apply as per company policy for stop payment requests.
- Retain a copy of this application for your records.