

REPLACEMENT CHECK REQUEST

1. What paycheck(s) require replacement?

Paydate_____

Paydate_____

Paydate_____

2. Why do the paycheck(s) require replacement?

3. How are the paycheck(s) normally received (mail, secretary, etc)?

4. What is current address and phone number?

Address_____

Phone Number _____

5. Have any documents been recently requested from HR or Payroll (I-9 documents, Timesheet, etc?)

No_____

Yes___ HR___Payroll___

Print Name

Signature

Birthdate

Date