

**Payroll Services**  
**Stop Payment/Direct Deposit Reversal & Reissue Request**

Date of Request: \_\_\_\_\_

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

Banner ID #: \_\_\_\_\_

Phone Number: \_\_\_\_\_

I certify that I have not received my payroll payment issued on pay date \_\_\_\_/\_\_\_\_/\_\_\_\_. I am requesting that Florida Southwestern State College Payroll Services provide one of the following services:

**Original Payment was a Check - Stop Payment Requested**

Check #: \_\_\_\_\_

Check Amount: \_\_\_\_\_

If the above referenced check is located after requesting this stop payment and reissue request, I will notify and return the check to Florida Southwestern State College (FSW) immediately. **I understand that FSW will not be responsible for any fees charged by my financial institution(s) if I attempt to deposit the missing check after I requested this stop payment and reissue.**

**Original Payment was a Direct Deposit - ACH Reversal Requested\***

Direct Deposit #: \_\_\_\_\_

Direct Deposit Amount: \_\_\_\_\_

If the above referenced direct deposit is received after requesting this ACH reversal and reissue request, I understand that the funds must remain in the account to successfully process the reversal request. If the reversal is unsuccessful due to a lack of funds in the account, any payment made over and above what was due to me will become due to the College immediately. **I further understand that FSW will not be responsible for any fees charged by my financial institution(s) due to the fact that I did not inform Payroll Services of an account issue or closure.**

\* Please note all ACH Direct Deposit Reversals take five full business days to confirm the reversal was successful. All direct deposit reversals must be confirmed before any payment can be reissued.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Received by Payroll: \_\_\_\_\_

Date Request Processed: \_\_\_\_\_

(Stop Payment Only)

Reissued Check Number: \_\_\_\_\_

Date of Reissue: \_\_\_\_\_

(ACH Reversals Only)

Date Confirmed w/ BOA: \_\_\_\_\_

Confirmation Number: \_\_\_\_\_

Reissued Check Number: \_\_\_\_\_

Date of Reissue: \_\_\_\_\_