



STOP PAYMENT | RE-ISSUE CHECK REQUEST

This form is used for Homewood students who have a lost, stolen, or expired paycheck. Please complete and turn into the Office of Student Employment Services for processing. Required information can be found on your pay statement. Go to **MyJHU > HR > ESS > Payroll > Pay Statement**

Student Name: _____

Email Address: _____

Phone Number: _____

Employee Number: _____

Check Issue Date: _____ Amount of Check: \$ _____

Check No: _____ Check Reason: Lost _____ Stolen _____ Expired _____
(Provided by SES)

Student Signature: _____ Date: _____

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ATTENTION PRSS Please notify the Office of Student Employment Services when the Re-issued check has been processed and ready for pickup at Stujob@jhu.edu

<p>SES Info Only: I have verified that the above information is correct and that the check was issued as stated: _____ (SES Staff initials.)</p> <p>____ Student request to pick-up reissued check: SES will email student when check is ready for pickup in the SES office.</p> <p>____ Student request SES to mail check; SAS envelop with full mailing address provided.</p> <p>Completed by SES staff _____, on _____ Date Forwarded to PRSS _____</p>
