

**Baruch College – Human Resources**

**REQUEST FOR REPLACEMENT OF LOST/STOLEN PAYCHECK**

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

SS#: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

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

Paycheck was lost

Paycheck was stolen

Other \_\_\_\_\_

The check \_\_\_\_\_ was \_\_\_\_\_ was not endorsed. (check one)

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

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

Instructions: Submit this form to the Human Resources Office, 135 East 22<sup>nd</sup> Street, Box D-0202, Room 202. Telephone requests will not be accepted. The request will be processed upon receipt and cannot be reversed if the original check is recovered. A replacement check takes two to four weeks to process.