



Office of the Controller - Payroll
Administration Bldg. Room 138
Ph. (561) 297-6401
Fax (561) 297-1062
http://www.fau.edu/controller/payroll/

REQUEST TO ISSUE A REPLACEMENT CHECK

I, \_\_\_\_\_, request that a duplicate check be issued for the following reason (s):

\_\_\_\_\_ I never received the original check.

\_\_\_\_\_ The original check was destroyed or lost.

\*\* Request may only be made two weeks after the check date. \*\*

\*Required information:

Request will not be processed in not fully completed. \*This information may be obtained from employee self service.
https://myfau.fau.edu/cp/home/displaylogin

\*Employee Identification Number. Z \_\_\_\_\_

\*Check Pay Date: \_\_\_\_\_ \*Pay#: \_\_\_\_\_

\*Net check amount: \$ \_\_\_\_\_ \*Check #: \_\_\_\_\_

\*Employee phone number \_\_\_\_\_ \*E-Mail \_\_\_\_\_

\*Employee address: \_\_\_\_\_

\*\*\*Attach copy of photo ID\*\*\*

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

I hereby affirm that the above information is a true and factual statement. I also affirm that if I do receive or find the original check that I will not cash the check but return it to the Payroll Department Office immediately. In the event I do cash or deposit both original and replacement checks, I understand that the Payroll Department will, at its discretion, recommend to pursue all collection efforts at its disposal, and/or notify the appropriate credit-reporting and prosecuting authorities.

Please note it will take approximately 10-15 working days to investigate and re-issue a check. You will be notified when the re-issued check is ready for pick-up, providing it was not cashed.