

Date:

To: Payroll Department, Financial Operations

Re: Replacement cheque required

From: \_\_\_\_\_ (First/Last Name) \_\_\_\_\_ (Empl. ID)

This is to request a replacement for a cheque that I did not receive, is lost, defaced or is stale-dated. The particulars are as follows:

Cheque # \_\_\_\_\_ Dated \_\_\_\_\_ Amount \_\_\_\_\_

By signing below, I understand and agree to the following terms:

- The replacement will be issued only as a cheque
- The University will not issue a replacement cheque until Payroll confirms that the above has not been cashed and a stop-payment has been successfully processed
- If I do receive the above-mentioned cheque at any point in the future, I will return it immediately to the University of Calgary, to the attention of Payroll
- If the above original cheque is cashed at some point in the future and results in an overpayment, the University will seek repayment of the value of the cheque
- I have entered my banking information through Employee Self Service for future payments, in order to prevent another lost cheque
- The replacement cheque will be put in Canada Post mail to the address below

Current Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I would like to pick up my replacement cheque. Please contact me at \_\_\_\_\_ (phone #) to arrange pickup.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date