



# STUDENT EMPLOYMENT

## LOST PAYROLL CHECK REPORT

**\*NOTE: IT MAY TAKE UP TO TWO WEEKS FOR A NEW CHECK TO BE CUT**

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

999 Number or Social Security Number: \_\_\_\_\_

Pay Period (MM/DD/YY)

From : \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(Estimate the working period for which the lost check was cut)

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

**\*CAUTION: IF YOU FIND YOUR LOST CHECK, PLEASE DESTROY IT COMPLETELY**

OFFICE USE ONLY	
Payroll Number:	_____
Check Number:	_____