

Return Check Procedure

Payroll checks not distributed by your office for any reason must be returned to University Payroll Office, Campus Box 7233 with the reason identified below. **Do NOT** deface the check in any way. Attach the check to this completed form, and return to us prior to the next payroll. Checks should not be held for more than thirty days.

-- **Overpayment due to resignation/retirement (specify date).** _____

-- **Overpayment due to leave without pay (specify date).** _____

-- **Overpayment due to overdrawn leave (specify).** _____

-- **Employee never *picked up* check and we are unable to forward.** _____

-- **Other/Explanation**

Signature: _____

Date: _____

Department: _____

Phone No. _____