



Commonwealth of Massachusetts

REQUEST FOR STOP & REISSUE EMPLOYEE PAYROLL CHECK

| Payroll Stop & Reissue Request | | | |
|--|--------------------------------|---------------------------|-----|
| Full Name | | Request Date | |
| MMARS Department Code | | | |
| Email Address | | Phone Number | |
| Check Information | | | |
| Check Number | | Check Date | |
| Name on Check | | Net Amount on Check | |
| Employee ID or Reference Number | | | |
| All employee checks will be mailed to the employee's address directly from the Treasury. | | | |
| Street Address | City | State | Zip |
| Reason for Stop Request | | | |
| Old Address Now Updated | Incorrect Information on Check | Employee DynaCash Advance | |
| Lost Check | Name Change | Destroyed | |
| Authorized Signature | | Date | |

Sign up for Direct Deposit to avoid this problem in the future and have the employee receive the funds faster. The Direct Deposit authorization forms can be found here:

[Payroll Authorization for Direct Deposit into Employee's Account](#)