

## Replacement Payroll Payment Request

**Turnaround time for replacement payments can be up to 10 business days. We must issue a stop payment instruction to our bank for the original cheque number prior to a replacement payment being initiated.**

### CURRENT EMPLOYEE

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**You need to attach a payslip copy with cheque number to this request.**

Direct Deposit on HRMS file, a replacement payment via bank is requested  Yes  No

### FORMER EMPLOYEE

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Date of termination of employment

No Direct deposit on file

Paper Cheque is requested  Yes  No

Wire Transfer is requested for a fee of \$7.00, payable by me.  Yes  No

**If you are requesting payment in a form of wire transfer, please fill out the Wire Transfer Form.**

### STATUS OF ORIGINAL PAPER PAYROLL CHEQUE

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I confirm that I have the original cheque but it is stale dated - more than 6 months old.  Yes  No

You are required to return the original cheque to  
UBC Payroll - 6190 Agronomy Road, TEF3, Vancouver, BC V6T 1Z3.

Put a diagonal line across the front of the cheque and write "Replacement Requested" across the face of the cheque.

I confirm that I do not have the original cheque in my possession because:

The address on my HRMS file was wrong  Yes  No

The cheque has never arrived at my address  Yes  No

My valid address is:

I  confirm that the above statements are true, that I wish to receive a replacement  
Print Name

payment, and will not attempt to cash the original cheque in any banking institution should it come into my possession.

I confirm that if I subsequently receive or locate the original cheque I will return it to UBC.

Signature  Date

Employee #