

FINANCIAL OPERATIONS, PAYROLL

2500 University Drive NW  
Calgary, AB, Canada T2N 1N4  
payrolluc@ucalgary.ca  
T: (403) 20-6611  
F: (403) 20-9551

Date:

To: Payroll Department, Financial Operations

Re: Replacement cheque required

From: \_\_\_\_\_ (First/Last N Emp'l. 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 # \_\_\_\_\_ at \_\_\_\_\_ 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