

Hardyston Township Board of Education

Request to Reissue Cancelled Check

The Hardyston Board of Education is committed to processing and paying stale or lost check requests. Claimants are required to furnish the BOE with sufficient information to reissue check(s). An incomplete or inaccurate form cannot be processed and may be returned to employee to complete. Please allow 90 days from successful and complete submission of form for payment.

Name: _____

Address: _____

Phone: _____ Email: _____

I, _____, am requesting the following check(s) be reissued:

Check: _____	_____	_____
Number	Original Date	Net Amount

Check: _____	_____	_____
Number	Original Date	Net Amount

Check: _____	_____	_____
Number	Original Date	Net Amount

Check: _____	_____	_____
Number	Original Date	Net Amount

I understand:

- The original check cannot be cashed or deposited once this request is submitted.
- The check can be reissued only after a “stop payment” is placed on the original and confirmation is received back from the Sussex Bank that the original check has not been cashed.

I hereby certify that the above information is correct and that I am legally entitled to these funds.

Signature: _____ Date: _____

For Internal Use Only:

Date Claim Filed: _____

Date of Stop Payment: _____

Date Stop Payment Confirmed (Attach Bank Confirmation): _____

Date New Check(s) Reissued: _____

Replacement Check(s) Numbers: _____