



**STATE OF DELAWARE**  
**Payroll Stop Payment Reissue Request**

**\*Please submit the detailed check register information from PHRST (Report DPR011)**

Dept. #: \_\_\_\_\_ Division: \_\_\_\_\_ Section: \_\_\_\_\_

**ORIGINAL ISSUE**

Check #: \_\_\_\_\_ Date Issued: \_\_\_\_\_

**RE-ISSUE INFORMATION**

Employee Name: \_\_\_\_\_ Net Amount: \_\_\_\_\_

Employee ID#: \_\_\_\_\_ Pay Period: \_\_\_\_\_ Gross Amount: \_\_\_\_\_

Federal: \_\_\_\_\_ State: \_\_\_\_\_ Local: \_\_\_\_\_

OASDI: \_\_\_\_\_ Medicare: \_\_\_\_\_ Misc. Deductions: \_\_\_\_\_

Reason for Reissue: \_\_\_\_\_

**MAILING or PICK-UP**

Mailing or Pick-up Information: \_\_\_\_\_

**AGENCY CONTACT**

Agency Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

After filling in all the information then click on submit. There then will pop up a screen for "Send Mail" click the continue button. This will give you an email that already has the stop payment form attached.

**HERE YOU WILL ATTACH THE ADDITIONAL DOCUMENTATION (DPR011).**

After attaching, the DPR011 and any other forms necessary hit the send button just like any other email.

For the Office of the State Treasurer Use Only

**NEW ISSUE**

New Check #: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Net Amount: \_\_\_\_\_