Office of the **STATE OF DELAWARE**

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State Treasurer **Payroll Stop Payment Reissue Request**

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

Dept. #: Division: Section:

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| **ORIGINAL ISSUE** |
| Check #: Date Issued:  |

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| --- |
| **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 \*Requests made after 11 AM will be processed the next business day\*** |
| Mailing or Pick-up Information: |

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| **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.

**Submit**

**Reset**

# For the Office of the State Treasurer Use Only

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| **NEW ISSUE** |
| **New Check #: Date Issued: Net Amount:**  |

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