

---

**STOP PAYMENT FORM**

Finance – Payroll Services

Fax To: 77904

Attention: Payroll Processing Area

Debra Upp Ann Grasso

I, \_\_\_\_\_, Employee Number \_\_\_\_\_  
(Print Name)

state that I am the true owner of check drawn on Moody National Bank

issued on \_\_\_\_\_.

The check number \_\_\_\_\_

is in the amount of \$ \_\_\_\_\_,

This check above is in fact lost, destroyed or was never received.

My PeopleSoft Department number is \_\_\_\_\_

Please mail original to:

US MailCampus MailFinance – Payroll Services  
301 University Boulevard  
Galveston, Texas 77555-0921Finance Payroll Services  
Route 0921

---

Please choose one of the following:

Pick-Up: \_\_\_\_\_, or

Mail Out: \_\_\_\_\_

To Address:

Contact Number: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Employee Signature\_\_\_\_\_  
Date