



# STOP PAYMENT AND CHECK REISSUE REQUEST FORM

### Directions:

1. Complete one form per check on which you would like to have reissued.
2. Please complete all the information available to you and ensure you have read the conditions listed on this form. If you are unaware of the specific check information (check date, amount, check number), please inform the Treasurer.
3. This form will not be accepted or processed until the 30 days have passed from the check date listed below.

### REQUIRED INFORMATION

Name of Person requesting check reissue:

Today's Date:

Vendor Name (if applicable):

Current Mailing Address:

Phone Number:

Check Number:

Check Date:

Check Amount:

Reason check was issued:

Member Reimbursement

Stipend

Vendor Check

### REASON FOR REQUEST

Lost

Past 90 Day Deadline

Check Rejected

Other

If check was rejected or you selected "Other," please briefly describe why.

By signing below, I authorize Pittsburg Education Association to place a stop payment on the above referenced check. In addition, I request the following:

- Reissue Paper Check minus stop payment fee.** Please allow at least one week to receive the reissued check.
- Return funds to PEA budget.**

I certify that I do not have the above-listed check in my possession and that the information I have provided is true and accurate. I certify that I have not and will not attempt to cash/use the check and that I have not given permission to anyone else to cash/use the check. I also certify that I have not received or used any part of the money/payment from this check. If I receive or find the check, I agree I will not try to use the check and that I will immediately return the check to **PEA (159 E 4th St., Pittsburg CA 94565)**. I agree to accept the reissued check minus the deducted fee of stop payment imposed by the financial institution (**Standing Rule 11.6**).

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please return this form to the PEA Treasurer via email, mail, or walk in.

Email: [peatreasurer2024@gmail.com](mailto:peatreasurer2024@gmail.com)

Mail or Walk-in: 159 E. 4th. St., Pittsburg CA 94565