



Request for Stop & Reissue Employee Payroll Check

Office of the Treasurer and Receiver General
One Ashburton Place 12th Floor Boston, MA 02108
Telephone: (617) 367-3900 Fax: (617) 523-1068

stoppayments@tre.state.ma.us

Payroll Stop & Reissue Request:

Your Name:

MMARS Dept. Code:

Email Address:

Telephone:

Request Date (mm/dd/yyyy):

Check Information:

Check Date (mm/dd/yyyy):

Check Number:

Name on the Check:

Employee ID or Reference #:

Net Amount on Check:

All employee checks will be mailed to the employee's address directly from the Treasury.

Street Address: _____ City: _____ State: _____ Zip Code: _____

Reason for Stop Request:

Please scan and email this form (stoppayments@tre.state.ma.us)

Authorized Signature: _____ Date: _____

*Sign up for direct deposit to avoid this problem in the future and have the employee receive the funds faster.

The Direct Deposit authorization forms can be found here:

<http://www.mass.gov/osc/docs/forms/payroll-lcm/dir-dep-frm.doc>