



Payroll People Inc.
Business Services
www.payrollpeople.com

Date: _____

As a Client of the Payroll People Inc. Business Services Common Account utilizing checks drawn on Union Bank of California, the following procedures must be followed to accurately record stop payments and initiate the indemnification to your account. Please complete, sign, and fax this form prior to contacting Customer Service. A refund will be disbursed by PPI within 7-10 business days after processing of the Stop Payment Request Form.

Please fax to **(559) 251-1431 OR** email to **coresupport@payrollpeople.com**
attention Customer Service.

Stop Payment
Inquiry Only

Please complete this form and fax to (559) 251-1431 Or email to coresupport@payrollpeople.com prior to calling Customer Service.

CLIENT NUMBER _____ CLIENT NAME _____

CSR NAME _____

CLIENT CONTACT _____ CLIENT PHONE NUMBER _____

CLIENT E-MAIL (for confirmation receipt) _____

CHECK NUMBER _____ CHECK AMOUNT _____

ISSUE DATE _____ PAYEE _____

SIGNATURE _____ DATE _____

REASON _____

The Stop Payment is not effective until you have received confirmation from Customer Service.

Failure by the Client to correctly initiate a Stop Payment which results in the item being paid, places the responsibility to fund that item on the Client.

Please note that this **Stop Payment form DOES NOT VOID THE CHECK** in your payroll program. PC/Remote Clients will be responsible for voiding the check in the payroll program. Call-in and Fax-in clients will need to report the void to Customer Service. Normal fees apply.

For internal use only:

Stop confirmation number: _____