Agency Check Void Confirmation

Due to the nature of a third party agency check, it is unable to be voided within the payroll system. As a result, Paylocity requires this form be submitted to us so that we may void it and return the funds back to you. If the check is lost or misplaced, a stop payment must be placed on the check. If you are in possession of this check, simply destroy the check and send us this form. Please indicate the details of your request below:

Company Number _____ Company Name _____

Agency Name	Check Date	Check Number	Net Amount	Stop Payment Needed*
				Y N
				Y N
				Y N
				Y N
				Y N
				Y N
				Y N
				Y N

*If you are in possession of the check please destroy it and circle "N". If the check is lost or misplaced, circle "Y" and a stop payment will be placed on the check. A non-refundable $15.00 stop payment fee will be assessed. This form is to be used for third party agency checks *only*.

This confirmation serves as notification to Paylocity of the void(s) you will be transmitting. If you have any questions, please call Paylocity at (847) 956-4850. When signed and completed, please fax this form to (847) 956-1926. If you prefer to fill out this form on a computer, you may e-mail it to us at finance@paylocity.com.

_____ _____ ____/____/____

(Signature) (Title) (Date)