

Lost or Damaged Paycheck Policy
City of Dunedin, Florida

Purpose:

To establish procedures allowing for the reissue of payroll checks which are lost, stolen or damaged.

Procedures:

When it becomes necessary to re-issue a payroll check, the following procedures will be followed:

Lost/Stolen Check:

- Employee immediately reports the loss of a paycheck to the Payroll Office.
- The Payroll Office determines whether or not the original check has been negotiated (cashed).
- If the original check has not been negotiated, the Payroll Office will place a stop payment order on the original check with the issuing bank.
- Payroll Office issues the replacement check only after confirmation and stop payment actions are complete (approximately 48 hours).
- Employee will reimburse the City for all bank charges (currently \$25.00) prior to the release of the replacement check.

Damaged Check:

- Employee returns the remains of the check to the Payroll Office.
- The Payroll Office issues a replacement check as quickly as possible.
- In the event that the check is damaged to the extent that it is unrecognizable, the “Lost Check” procedures will be followed.

Director of Human Resources & Risk Safety

Date

Assistant City Manager

Date

City Manager

Date

(Effective July 2003)

CITY OF DUNEDIN
LOST OR DAMAGED PAYCHECK POLICY
AWARENESS ACKNOWLEDGEMENT

I acknowledge that I have carefully read and understand the Lost or Damaged Paycheck Policy.

I have been given a copy of the Lost or Damaged Paycheck Policy to retain in my personal records.

Date

Employee Signature