



Check Stop-Payment and Re - Issuance Policy

When requesting a stop payment ...

You must wait 10 business days before requesting that a stop payment be placed on your check; 10 business days from the day the check was picked up OR requested to be mailed out. The stop payment fee is \$32.00. You must also understand and agree to the following:

I understand that check # _____ for \$ _____, with a check date of _____ has had a stop payment placed on it at my request.

The new check number for the replacement check is # _____ for \$ _____, check date of _____.

I understand that the cost for the stop payment is \$32.00

Please initial next to each item:

_____ I understand that if the original check arrives that had the stop payment placed on it, that this check is no longer valid. If I unintentionally negotiate (cash) the stop payment check, and it causes a disruption in my bank account, which may result in bank fees, check cashing fees, etc. that these fees are my responsibility.

_____ I understand that if I receive duplicate funds because I negotiated both the stop-pay check and the replacement check, Vantage Staffing Solutions will deduct the duplicate amount from my next paycheck. If this situation occurs and I am no longer on assignment, I must return the duplicated funds immediately. ***If I do not take appropriate actions to rectify the overpayment, then I understand that Vantage Staffing Solutions will consider this fraudulent activity and use any and all legal means afforded to our company for collection purposes, including but not limited to notifying local authorities. Vantage Staffing Solutions will take the additional step to turn the uncollected amount over to a collection agency, which will increase the amount owed to our organization to include interest and penalties.***

_____ I also understand that if I have any questions regarding which check I should disregard and which one is negotiable, I must call the Vantage Staffing Solutions office and clarify this.

Employee Name: _____

Date: _____

Signature: _____