

REQUEST FOR MANUAL/VOID CHECK

Site: _____

We request a manual check be processed for our next payroll dated _____

for the following person: _____.

The gross amount of the pay will be: _____ (if salaried) or

the number of hours to be paid are: _____ @ \$ _____ /Hr.

The following earnings and deductions should be treated as shown below:

Earnings Codes	On Hold for this check (Yes or No)	
	Yes	No
	Yes	No
	Yes	No
	Yes	No

Deduction Codes	On Hold for this check (Yes or No)	
	Yes	No
	Yes	No
	Yes	No
	Yes	No
	Yes	No
	Yes	No
	Yes	No
	Yes	No
	Yes	No
	Yes	No

Other Comments: _____

Supervisor Signature: _____ Date: _____

Supervisor's Email address: _____

Please fax the completed form to (850) 435-3568. Once the form has been faxed call (850) 435-3558 or (850) 435-3570 to notify of a manual check request. Once processed you will receive an email with a net amount.