Chicago Public Schools

Payroll Services
Take Control of Your Payroll Today!

payrollservices@cps.edu
Telephone (773)553-4729 ♦♦ Fax (773)553-2510

AFFIDAVIT OF LOSS OR THEFT OF CHECK

I, _____ _ _____ |___|___|___|___|___|___|___|___|___|
    First Name   **Last Name**   **Employee ID**

state:

I am the payee named in this check drawn against Board of Education of the City of Chicago:

        Check #   _____

        Payroll Period #:_____

        Pay Date: _____

        Net Amount: _____

I was in possession of the check and was entitled to cash it when I lost possession of it. The loss of the check was not the result of a transfer by me or any lawful seizure. I cannot locate the check because it was destroyed, its whereabouts cannot be determined, or it is in the wrongful possession of an unknown person or a person that cannot be found.

I can be contacted at the following: _____ or email _____
                                           Phone   Email

VALID PHOTO ID REQUIRED (EX. Current Driver's License or State ID, CPS Photo ID, Passport)
Photo of ID must be attached to this form when submitted for processing.

Under penalties as provided by law pursuant to §1-109 of the Illinois Code of Civil Procedure, the undersigned certifies that the statements set forth in this form are true and correct, except as to matters therein stated to be on information and belief and as to such matters the undersigned certifies as aforesaid that he or she verily believes the same to be true.

_____
Employee Signature   Date

_____
Payroll Services - Verified by   Date

**Submit completed form to Payroll Services via e-mail payrollcompliance@cps.edu
or Fax (773) 553-2510**

- Payroll Services will request a Stop Payment on checks that have not been cashed
- If the original check is found: employee must not cash the original check
- Replacement check will be reissued within 10 business days after the stop payment has been recorded.
- Payroll Services will contact employees when replacement check is ready for release.
  - Check may be sent to school location via GSR service for school based employees or mailed to address on file for city wide employees.

Payroll Use Only:
Date Received: _____   Logged by: _____   Check # _____   PP# _____

FORM_04_2014_V1_PC

How to Complete - AFFIDAVIT OF LOSS OR THEFT OF CHECK

Field Descriptions:

County, State of Illinois: Input county name

Name: First name and Last name.

Employee ID#: Nine digit employee's identification number assigned by PeopleSoft. Leading zeros required.

Check #: Verifiable in PeopleSoft

Payroll Period: Verifiable on Payroll Processing Calendar

Pay Date: Verifiable on Payroll Processing Calendar or check in People Soft

Amount: Net amount of check, verifiable in PeopleSoft

Phone Number: Nine digit employee's contact number that can be verifiable in PeopleSoft

Email: Employees CPS email address verifiable in People Soft.

Employee's Signature/ Date:

Payroll Service- Verified by/ Date:

NOTE:
Submit completed form along with valid photo ID to Payroll Services via e-mail at payrollcompliance@cps.edu or Fax (773) 553-2510
- If the original check is received: employee must not cash the original check
- Replacement check will be reissued within 10 business days after the stop payment has been recorded.
- Payroll Services will contact employees when replacement check is ready for release.
  - Check may be sent to school location via GSR service for school based employees or mailed to address on file for city wide employees.

Please be advised this request will take effect on the subsequent pay period after date signed and submitted to Payroll Services.