NYC Department of Education

NYC DEPARTMENT OF EDUCATION
DIVISION OF FINANCIAL OPERATIONS
PAYROLL CHECK MANAGEMENT UNIT
65 Court Street
Brooklyn, New York 11201

Solutions & Action start with DFO

STATEMENT OF UNDISTRIBUTED PAYCHECKS

Employee's Name:

Payroll Check Distribution Code:
Example: 01M001

EIS/FILE Number:

OR

Employee ID
(Reference Number on the Pay Stub):

Payroll Bank
(Please Select)

- ☐ Q 742
- ☐ H/Z 740
- ☐ Q 744
- ☐ T 746
- ☐ E 745
- ☐ T 747

Reason for Returning Check

- ☐ 1 Employee is deceased
- ☐ 2 Employee is on leave of absence without pay
- ☐ 3 Employee resigned
- ☐ 4 Employee is not entitled to the full check
- ☐ 5 Employee is terminated
- ☐ 6 Employee is suspended without Pay
- ☐ 7 Employee is retired
- ☐ 8 Employee transferred to another payroll
- ☐ 9 Employee does not work in the school
- ☐ 10 Denied LODI
- ☐ 11 Excessive unauthorized absences
- ☐ 12 Incorrect timekeeping entries
- ☐ 13 Emergency Check Payment Recoupment
- ☐ Other

Check Date

Check No.

Net Check Amount

Signature

Print Name :

Date:

Title:

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Print Form