



PO Box 13260
Maumelle, AR 72113

Stop Payment Request

Complete one form per check on which you would like to issue a stop payment. Please complete all the information available to you. If you are providing an estimate (e.g., estimated payment amount or expected check date), please indicate that below.

Required Information

Full Name		ID
Check Number	Check Date	
Check Amount	Pay Period	

By signing below, I authorize Palco, Inc. to place a stop payment on the above referenced check. In addition, I request that Palco reissue the check in the following manner:

- ☐ **Direct Deposit.** Please find my completed Direct Deposit Authorization attached to this request. By choosing this option, no reissuance fee will be charged, and my payment will be reissued within 24 hours of Palco's receipt of this form. Please allow 48 hours to receive the reissued payment.
- ☐ **Paper Check.** I have verified with Palco that my mailing address on file is accurate. By choosing this option, I understand my payment will be reissued within three business days of Palco's receipt of this form. Please allow one week to receive the reissued check.

Signature

Date

Please return this form to Palco via email: accounting@palcofirst.com or via fax to 1.877.859.8757.