

RE-ISSUED CHECKS AND FORMS

PAYROLL AND ACCOUNTS PAYABLE CHECKS The District will charge a fee of \$10 for all accounts payable or payroll checks that are re-issued. This will include replacements for checks that are over 90 days old and checks that are lost or damaged by the employee or the vendor. The fee will also be charged to re-issue checks that have been mailed to an incorrect address due to the failure of an employee or vendor to submit a change of address form.

W-2 AND 1099 FORMS The District will charge a \$5 fee to re-issue lost or damaged W-2 and 1099 forms.

OTHER PAYROLL FORMS Employees may request in writing to receive copies of paycheck stubs or other payroll related information. The District will charge a fee of \$15 per hour for all time spent compiling these requests. In addition, 10 cents per copy will be charged for each page generated by the request.