



To: All Employees
From: Corporate Management Group & Employer Solutions Group
Re: Stop Payment Check Fee

Effective immediately, to replace a lost or stolen check, \$50.00 will be deducted from the replacement check for a stop payment fee and for a reprocessing fee.

If you lose your check, we will first have to verify that it has not been processed through the bank. If it has not, a new check will be issued, minus the \$50.00 fee.

If your check is stolen, we will first need a copy of the police report before a new check can be reissued. After we receive a copy of the police report, a new check will be issued following the same procedures as listed above.

If you have any questions regarding this new policy, please contact your On-Site Representative or Amanda at the Corporate Office (303-920-1425).

Thank you for your continued dedication and hard work!