



CITY OF PARLIER FINANCE DEPARTMENT

MAYRA ESCOBEDO • FINANCE DIRECTOR

1100 E. PARLIER AVE. PARLIER, CA 93648 - (559) 646-3545 • FAX: (559) 646-8221

Request For Replacement of Lost/Stolen Check

Please fill out this form and submit to the Finance Department. Telephone requests will not be accepted. The request will be processed upon receipt and cannot be reversed if the original check is recovered. The check will be null and voided as of the date of this request. If the check is recovered, the check shall be returned to the City Finance Department. A replacement check may take up to 4 weeks to receive. If the replacement check is requested to be mailed, please provide an updated mailing address on this form. Please allow additional time for the check to be received if mailed. If you have any questions or concerns, please contact the Finance Department.

First Name _____ Last Name _____
Phone Number/Email _____
Position/Company Name (if applicable) _____

Check Date: _____
Check Number (if known): _____

Please check one of the following boxes:

- ☐ Paycheck was lost ☐ Paycheck was stolen (attach a police report)
☐ Other (please explain): _____

Was this check endorsed? ☐ Yes ☐ No

How would you like to receive your replacement check?

- ☐ Pick up (must provide ID/Driver's License) ☐ Mail (please provide current mailing address below)

Signature: _____ Date: _____

For Finance Department Use Only

Replacement Check No. _____ Check Printed Date: _____ Check Mailed Date: _____ Initials: _____

For Pick Up Only:

Full Name: _____ DL#: _____
Signature: _____ State: _____ Exp. Date: _____