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**R E T U R N   C H E C K   F O R  
R E V E R S A L / R E D U C T I O N**

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**DATE:**

**TO:**      Payroll Services

**ATTENTION:** \_\_\_\_\_

**FROM:**

**RE:**      Check Number \_\_\_\_\_

The attached check is being returned to Payroll Services for the following reason:

- The check needs to be cancelled. The transaction to reverse the payment was processed for the payday of \_\_\_\_\_ on the \_\_\_\_\_ screen. The sequence number of the transaction is \_\_\_\_\_.
- The check needs to be reissued to the employee. A transaction was processed to reduce the gross amount of the check for the payday of \_\_\_\_\_ on the \_\_\_\_\_ screen. The sequence number of the transaction is \_\_\_\_\_.
- Other, please explain below.

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The completed form and the check should be sent to:  
UCLA Payroll Services, 10920 Wilshire Blvd, Suite 620, Los Angeles, CA 90024.