

CHECK PROCESSING

Accounts Payable processes payments for checks to be issued through AIS.

ADDRESS PROBLEMS

- If an Employee has a change of address, a [Change of Address](#) form must be completed and mailed to Payroll (MC 6820) **and** Human Resources - Benefits (MC 6520)
- If a Student has a change of address, this information must be updated with the following offices: [Payroll](#), [Financial Aid](#) and the [Bursar's Office](#) or online at Salukinet.siu.edu.

RETURNED CHECKS

- If an incorrect address was used, Accounts Payable will try to obtain the correct address and re-send the check. If a correct address could not be obtained after 6 months, the check will be returned to Accounting Services to be put into escrow.
- If a check has been lost or sent to an incorrect address, contact Lynn Stocks at 453-1308 to see if the check has been returned. If not, contact Accounting Services to issue a stop payment and begin the process to have the check re-issued.

STOP PAYMENTS

- If a stop payment needs to be made, contact [Accounting Services](#) at 536-2351.