



## Replacing a Lost or Stolen Paycheck

1. Create a new regular check with the same date, check#, and payee as the original paycheck but use the Payroll Expenses account.
2. Void the regular check you just created and make a note in the memo field regarding the reason for voiding.
  - a. Choose Edit | Void from the menu bar
3. Find the original paycheck in the check register and change the check # to To Print. Record the change.
4. Choose File | Print Forms | Print Paychecks from the menu bar to reprint the paycheck.

This process keeps the original paycheck perfectly intact and will have no adverse affect on your Payroll Liabilities.