



**To:** Divisional Contacts  
**From:** Sanish Samuel, Controller and Executive Director, Financial Services  
**Date:** December 16, 2024  
**Subject:** Update on Canada Post Strike - Vendor Cheque Pickup

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Canada Post will be resuming operations on Tuesday, December 17, 2024. As a result, Financial Services Department will be ending cheque pick ups and return to mailing. **Please see below for updated procedures.**

### Vendor Cheques

#### If you **HAVE** received a pick up notification e-mail

- Please pick up your cheque by noon on December 23, see final pick up schedule below.
- Cheques can only be picked up by UofT employees. Please provide the cheque number(s) when picking up.
- If these cheques should be mailed instead, no action required – please do **not** send a cancellation email. They will automatically be mailed by December 23.

#### If you **HAVE NOT** received a pick up notification e-mail

- If you no longer need to pick up cheques – No action required, cheques will be mailed.
- If you still need to pick up cheques – please reply to [FSD Accounts Payable](#) under the original request email by end of day December 17 to confirm and wait for pick up notification e-mail.

### Final Pick Up Schedule

Location: Fitzgerald Building, 150 College Street, 3rd Floor, Room 350

- Tuesday, December 17: 2:00pm – 5:00pm
- Thursday, December 19: 2:00pm – 5:00pm
- Monday, December 23: 9:00am – 12:00pm

Any cheques not picked up by the last day will be mailed.

**Please do NOT arrive for pick up unless you have been notified that your cheque is ready.**

### Payroll Cheques

Payroll cheques will be available for pickup until the end of the day on Friday, December 20.

Please contact [Central Payroll Services](#) to arrange for cheque pick up.

- Payroll cheques can be picked up Monday to Friday, during regular business hours at 215 Huron St, 8th Floor.
- Payroll cheques can only be picked up by the individuals whose names are on the cheques.
- Please bring your ID for identification purposes.

After December 20, the normal business process of mailing cheques out via Canada Post will resume.

**Student Cheques**

Please visit: <https://studentaccount.utoronto.ca/canada-post-strike/> for updates

Thank you for your continued patience and cooperation.