



# CHECK CANCELLATION FORM

ACCOUNTS PAYABLE INPUT FORM - Box 235

PAYROLL INPUT FORM - Box 235

Requested by: \_\_\_\_\_

Date: \_\_\_\_\_

**Please Complete Section A and Indicate Action Needed to be Taken in Section B.**

**A. Please Cancel the Following Check:**

\_\_\_\_\_ payable to \_\_\_\_\_ in the amount of \_\_\_\_\_ check # \_\_\_\_\_ check date \_\_\_\_\_

Reason for cancellation: \_\_\_\_\_

\_\_\_\_\_

**B. Please Take the Following Action:**

Do not reissue (reason below)

Reissue

Reissue (changes below)

\_\_\_\_\_

\_\_\_\_\_

**Handling Instructions:**

Mail check to recipient     Special Delivery\*     Phone # \_\_\_\_\_    Signature: \_\_\_\_\_

\*For Special Delivery attach completed delivery form and circle form provided:    **"FEDEX"**    **""Post Office**    **""UPS**

**\*\*\*\*\*BELOW TO BE FILLED OUT BY CONTROLLERS OFFICE\*\*\*\*\***

<p><b>NO STOP PAYMENT PROCESSED</b></p> <p><input type="checkbox"/> Check was cashed by recipient</p> <p>Date cashed: _____</p>	<p><b>CONFIRMATION OF BANK STOP PAYMENT PLACED</b></p> <p>Date check stopped: _____</p> <p>Confirmation #: _____</p>
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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**\*\*\*\*\*BELOW TO BE FILLED OUT BY ACCOUNTS PAYABLE/PAYROLL\*\*\*\*\***

Check cancelled in Banner

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Check reissued     Check mailed to recipient

Signature: \_\_\_\_\_ Amount: \_\_\_\_\_ Check #: \_\_\_\_\_ Date: \_\_\_\_\_

Check sent by special delivery as requested by: *(Please keep a copy of the special delivery shipping label as backup)*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_