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| --- | --- |
|  | **Stop Payment Request****FORM MUST BE TYPED****Department of the Treasury – General Warrant** |
| Verify check status via the Wells Fargo CEO on-line banking system or with the Department of the Treasury via email atCHECKIT@TRS.VIRGINIA.GOV prior to requesting the stop payment. |
|  |
| Requestor: |  | Date: |  |
| Business Unit Name: |  | Business Unit ID *(5 digits)*: |  |
| Phone Number: |  | Email Address: |  |
| Check Number: |  | Check Date: |  | Amount: |  |
| Payee: |  |
|  |
| **Classification *(select one)***  |
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| --- | --- | --- | --- |
|   | VOUCHER |   | EXPENSE *(Not available for Re-open/Put on Hold action)* |

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|  |
| **Cardinal Action Needed *(select one)*** |
|  |
|  | Re-Open Voucher(s) / Re-issue - *Select this option if the payment was lost, mutilated, etc. and no change is required for remit information (name, address).* |
|  |
|  | Re-Open Voucher(s) / Put on Hold - *Select this option when remit information (name, address) needs to be updated so it can be properly delivered and/or deposited by the vendor. NOTE: This option is not available for Expense transactions.* |
|  | Hold Reason: |  |
|  |
|  | Do Not Re-issue / Close Liability - *Select this option when the payment should not have been processed. All accounting entries (accrual and payment) are automatically reversed.* |
|  | *Cardinal Processor: If Cardinal indicates a voucher or vouchers associated with this payment are PO-related, please select Yes at the Message box to unmatch the voucher(s) being closed.* |
|  |
| **Reason for Request *(select one)*** |
|  |
|  | Never Received |  | Destroyed |  | Stolen |
|  | Incorrect Payee |  | Lost |  | Incorrect Payee Address |
|  | Due Diligence |  | Issued in Error |  |  |
| Additional Comments: |  |
|  |
| **Fiscal Officer / Designee Approval** |
| Printed Name: |  | Fiscal Officer’s Phone #: |  |
|  |  |  |
| \*Signature: | Date: |
| *\*The Original Signature must be on the Stop Payment Authorization Form filed at the Department of the Treasury.* |
| **Stop Payment Request – General Warrant Must Be Emailed to Stop.Payments@TRS.virginia.gov** |
| Treasury Use Only – Stopped Date: |  |  Signature: |  |
| DOA Use Only – Stopped Date: |  | Signature: |  |
| DOA Use Only – Reviewed Date: |  | Signature: |  |