

Stop Payment Request

Overview: The Stop Payment Request Form is a means by which departments may request that a "stop-payment" be placed on a university check. By placing a stop payment on a check, a department is requesting that the Controller's Office prevent the check from being deposited or cashed, which effectively "cancels" the check.

****This form is intended to be used for the stopping of checks issued by Accounts Payable & Travel Services, not for checks issued by the Office of Student Finance (OSF). To place a stop on a payment originating in OSF, please use the OSF Stop Payment form found on the Controller's website at <https://studentfinance.fsu.edu/stoppayment>.****

Instructions: To effectively place a stop on a check payment, departments should provide the payment information listed in the fields below, along with any requests for reissuing payment and special handling instructions. In assisting departments with finding the necessary information to populate the form, the Controller's Office has provided a query, FSU_DPT_AP_ER_CHECKS, that will provide all the fields that are listed below. Using this query, requesters can search for payments using either check numbers, voucher numbers, expense report numbers, or employee and vendor identification numbers. ***Effective October 2023, changes to a vendor/supplier address will need to be initiated through the PaymentWorks software platform. To do so, department representatives who have been granted the FSU_PAYMENTWORKS role will need to send an invitation to the vendor/supplier so that they can be established and approved within PaymentWorks to ensure future payments are processed correctly. Additional information can be found at <https://procurement.fsu.edu/PaymentWorks>.**

Request Prepared By:	<input type="text"/>	Contact Phone Number:	<input type="text"/>
Payee Name:	<input type="text"/>	Reference/Check Number:	<input type="text"/>
Employee/Vendor ID:	<input type="text"/>	Reference/Check Date:	<input type="text"/>
Expense Report/Voucher Number:	<input type="text"/>	Reference/Check Amount:	<input type="text"/>
Is this payment associated with a sponsored project?	<input type="text"/>	Project Number (If Applicable):	<input type="text"/>
Is this payment tied to a purchase order?	<input type="text"/>	Purchase Order Number (If Applicable):	<input type="text"/>
Reason for Stop Payment?	<input type="text"/>		
Additional Details:	<input type="text"/>		
Do you possess the original check being stopped?	<input type="text"/>		

****If the original check being stopped is in possession of the requester or found, the holder of the check must return it to University Treasury Management Services A6300 University Center, Tallahassee FL 32309-2394 Mail Code 2390****

Will this payment be reissued?	<input type="text"/>	If reissued, will this payment require special handling?	<input type="text"/>
Special Handling Instructions:	<input type="text"/>		

Submit To Treasury Management