

### Stop Payment Request

The purpose of this form is for departments to request that a “stop-payment” be placed on a university check. Placing a stop payment on a check effectively “cancels” the check and prevents the check from being deposited or cashed in the future. **Note: This form should be used for requesting stop payments of checks issued by Accounts Payable and Travel Services, NOT checks issued by the Office of Student Finance (OSF). To place a stop payment on a check issued by OSF, please complete the [OSF Stop Payment Request](#).**

To request a stop payment be placed on a check issued by Accounts Payable or Travel Services, complete the following information, including any requests for reissuing payment and special handling instructions. OMNI FI query FSU\_DPT\_AP\_ER\_CHECKS will provide the information requested below. Requesters can search for payments using a check number, voucher number, expense report number as well as employee and vendor identification numbers.

Requester Information			
Contact Name	<input type="text"/>	Contact Phone Number	<input type="text"/>

Stop Payment Information			
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"/>
Reason for Stop Payment		<input type="text"/>	
Is this payment related to 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"/>
Do you have the original check being stopped?	<input type="text"/>	Will this payment be reissued?	<input type="text"/>
<b>Note: Original checks must be returned to the university Cash Management &amp; Banking team at A6300 University Center, Tallahassee, FL 32306-2390 Mail Code 2390.</b>			

Please provide additional details below. For example, if the check is being reissued and requires special handling, please include instructions here.