



# COMPTROLLER'S OFFICE

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## Check Cancellation Request Form

**INSTRUCTIONS:** Fill out the form in its entirety. If you are completing this form on behalf of the payee, supporting documents must be attached indicating the payee's wish to have the check cancelled. Allow 12 business days for the cancellation and reissuance (if applicable). *Note: There may be a \$20 check cancellation fee.*

**I. REQUESTOR CONTACT INFO: COMPLETED BY REQUESTOR**

Name: \_\_\_\_\_ ID No. (if applicable): \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Payee Name: \_\_\_\_\_ Payee ID (if known): \_\_\_\_\_  
 Check Date: \_\_\_\_\_ Check Amt: \_\_\_\_\_ Check No.: \_\_\_\_\_

**II. REASON FOR REQUEST: COMPLETED BY REQUESTOR. CHECK THE APPROPRIATE BOX.**

I have not received this check in the mail. I have provided my current mailing address below.  
 \_\_\_\_\_  
 I have misplaced the check or it has been damaged.  
 \_\_\_\_\_  
 Other reason (provide details):  
 \_\_\_\_\_  
 \_\_\_\_\_

*I have read and understand the instructions included with this form. I further understand that there is a 12 day processing window for this request, which includes a check reissuance, if applicable. I understand I must pay the \$20 fee, if applicable, before this request is processed.*

Requestor Signature \_\_\_\_\_ Date \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE. BUSINESS OFFICE USE ONLY.**

III. BANK CANCELLATION: COMPLETED BY GENERAL ACCOUNTING		IV. BANNER CANCELLATION/REISSUANCE: COMPLETED BY ACCOUNTS PAYABLE		
Confirm check data in Banner.	Check Data	<i>Notes</i>  * Notify Student Account Services if the check being cancelled is related to a student refund from a prior fiscal year.  * Student Account Services will do a refund cancellation and a new invoice in the current fiscal year.		
Confirm check does not appear on the returned, stopped, void, or cleared lists.	#: _____			Returned
Has fee been paid if necessary?	D: _____			Stopped
Process Stop Payment via bank.	\$: _____			Void
Attach bank stop confirmation.	I: _____			Cleared
Sign below.	Check Cancellation Info			
Route to Accounts Payable.	Re-establish?	Yes	No	
	Check	ACH		

Processed by General Accounting \_\_\_\_\_ Date \_\_\_\_\_ Processed by Accounts Payable \_\_\_\_\_ Date \_\_\_\_\_