

**CANCEL OR REISSUE CHECK REQUEST FORM**

**Section 1**

Today's Date \_\_\_\_\_

Cancel  Reissue  Please choose one

Reason for cancellation or reissue of check:

E-doc Number: \_\_\_\_\_ Disbursement/Check Number: \_\_\_\_\_

Disbursement/Check Date: \_\_\_\_\_ Payment/Check Amount: \$ \_\_\_\_\_

Payee Name: \_\_\_\_\_

General Ledger Account Number (Cashiers Department only) \_\_\_\_\_

**Section 2**

Department/Vendor Contact: \_\_\_\_\_

Person Completing Form: \_\_\_\_\_

Email: \_\_\_\_\_ (required) Phone: \_\_\_\_\_

**Section 3**

Mailing Address for Replacement Check  
(please print clearly and completely)

Hold check for pick up \_\_\_\_\_

OR

Mail replacement check \_\_\_\_\_

*Please note that attempting to cash or deposit a check that has been cancelled or reissued by Michigan State University (MSU) may result in fees assessed from your bank as the check is no longer valid and will be rejected/returned from MSU's bank. MSU will not be responsible for these fees.*

**Accounting Use Only**

C/R: \_\_\_\_\_ A12 Reference #: \_\_\_\_\_ New Check #: \_\_\_\_\_ Date: \_\_\_\_\_

## **CANCEL OR REISSUE CHECK REQUEST FORM INSTRUCTIONS**

The purpose of this form is to facilitate a check being cancelled OR reissued. This form is not applicable to checks issued on a PO/PREQ.

### **Section 1**

- Please choose either the cancel or reissue box based on the following reasons:

Examples of when a check would be **cancelled**:

- ✓ The check was issued to the incorrect payee/vendor or was for the incorrect amount
- ✓ The check was a duplicate payment
- ✓ It has been determined that the payee/vendor is not owed the funds
- ✓ The wrong payment method was used (check vs wire)

Note that when a check is cancelled, the DV payment is cancelled as well, and the charge is removed from the operating statement.

Examples of when a check would be **reissued**:

- ✓ The check was lost, stolen or never received – please allow 10 business days for the check to reach its destination before requesting it to be reissued.
- ✓ The check was destroyed

Note that when a check is reissued the DV remains active. The check number associated with it changes. No additional charges are posted to the operating statement.

- Be sure to include a detailed reason for the cancellation or reissuance in the box provided.
- The disbursement/check information can be found by opening the "Pre-disbursement Processor Status" tab on the DV and then clicking on the "disbursement info" button.

### **Section 2**

- Please complete this information so that we may contact you with any questions. **An e-mail is required.**

### **Section 3 – not required for a check cancellation**

- If the check is being reissued, you may choose to have it mailed, or have it held for pickup. Please check the appropriate box.
- If check is being mailed fill out mailing address section clearly and completely

When you have completed the form, it can be emailed to Accounting by using the [accounting@ctrl.msu.edu](mailto:accounting@ctrl.msu.edu) address. You may also mail or bring it to 426 Auditorium Road Room 360 East Lansing, MI 48824.

When the form has been processed, you will be notified via the e-mail listed in section 2 of this form. Additionally, a note will be added to the DV e-doc.

Please make sure that the payee/vendor understands that attempting to cash or deposit a check that has been cancelled or reissued by MSU may result in fees assessed from their bank. The check will no longer be valid, and will be rejected/returned from MSU's bank. MSU will not be responsible for paying these fees.