RUTGERS

Payment Cancellation/Reissue Form

Instructions: Submit this form with the actual check(s) to be voided, if available, to checkinquiries@finance.rutgers.edu. Reissues will be processed only after the bank confirms the stop payment. For assistance, contact checkinquiries@finance.rutgers.edu.

IMPORTANT - Supplier Changes

If the supplier is incorrect, select "Cancel Payment Only." A replacement payment will not be issued to a different supplier. A new requisition must be submitted for the correct supplier.

PAYMENT 1

Select one: ☐ Cancel Payment and Reissue ☐ Cancel Payment Only

Supplier Name	Check Date	Check Number	Check Amount

Reason for cancellation/reissue (required):

PAYMENT 2

Select one: ☐ Cancel Payment and Reissue ☐ Cancel Payment Only

Supplier Name	Check Date	Check Number	Check Amount

Reason for cancellation/reissue (required):

PAYMENT 3

Select one: ☐ Cancel Payment and Reissue ☐ Cancel Payment Only

Supplier Name	Check Date	Check Number	Check Amount

Reason for cancellation/reissue (required):

REQUESTOR / AUTHORIZATION

Prepared By (please print)	Signature / Authorization

Request Date	Campus Phone Number	Department

ACCOUNTS PAYABLE USE ONLY

Date Processed	Processed By

Stop Payment Confirmed Date

REISSUES ONLY - Replacement Check Mailing Address If Different From Original

Name	
Address	