

STOP PAYMENT/VOID CHECK REQUEST FORM

CHECK NUMBER: _____ CHECK DATE: _____ CHECK AMOUNT: _____

PAYEE NAME: _____

CHECK TYPE:

- GENERAL CHECKING (FP)
 PAYROLL (PY)
 TITAN SHOPS

TYPE OF REQUEST:

- STOP PAYMENT
 VOID CHECK (PLEASE ATTACH CHECK TO BE VOIDED)
 REISSUE CHECK

REASON FOR STOP
PAYMENT OR
VOID CHECK:
(REQUIRED FIELD)

REQUESTED BY: _____

(DEPARTMENT PERSONNEL REQUESTING STOP OR VOID)

PROCESSED BY: _____

(ACCOUNTING OR PAYROLL PERSONNEL PROCESSING STOP OR VOID)

BATCHED BY: _____

(NAME)

JOB NUMBER: _____

APPROVED BY: _____

(NAME)

INITIALS: _____

BANK PROCESSING:

- CITIZEN BUSINESS BANK – CITIZEN ELECTRONIC PROCESSING SOLUTIONS (CEPS)
(FOUNDATION AND PAYROLL)
 WELLS FARGO - COMMERCIAL ELECTRONIC OFFICE (CEO)
(TITAN SHOPS)

ENTERED BY: _____

DATE: _____