

Division of Financial and Business Services Payment Services Stop Payment Form

When to Use: Complete a Stop Payment Form if payee or department is not in possession of a check (given that the payment was never received or was lost, stolen, or destroyed), and to indicate whether or not the check should be reissued to the payee. Submit the completed form via fax (213-740-3620) or email (APHelp@usc.edu).

When Not to Use: Do not use a Stop Payment Form to request corrections to a check. Use a Check Cancellation Form if check is in the payee's or department's possession but contains incorrect information (e.g. wrong amount, wrong name, etc.) or is not needed.

Note: If 180 days has passed since the check was issued, please use the form provided by <u>Bank</u> Reconciliations.

CHECK INFORMATION
University of Southern California ('USC') check number dated//20, in the amount of \$\\ \text{to} to (Payee).
CHECK STATUS
 ☐ Check was never received. ☐ Check was received was subsequently lost, stolen, or destroyed. ☐ Check was issued in error.
ENDORSEMENT
Prior to the circumstances in connection with the loss, theft, or destruction, check: Had been endorsed Had not been endorsed
REISSUE
Payee requests the University: Not to reissue a check To issue a check (same amount and same payee) Reissued check will be: Picked up at UPC Payment Services, UPC – ext Picked up at HSC Purchasing, HSC – ext Mailed to the following off-campus address:
PAYEE DECLARATION
The undersigned declares under penalty of perjury that the above information is true and correct. First Name: Last Name: MI: Email: Phone: () Fax: () Department Name:
(Signature of Payee)
Or Date:/ _/20