



**Division of Financial and Business Services  
Payment Services  
Check Cancellation Form**

**When to Use:** Complete a **Check Cancellation Form** to request that a check be voided if it is not needed or contains an error (i.e., wrong amount, wrong payee name, etc.). If the check contains an error, submit a new Disbursement Voucher (DV) request to make corrections to and reissue a voided check. In either case, write "void" on the check, attach it to this form, and return it to UGB 210 in person or by mail to:

USC Accounts Payable  
Post Office Box 77967  
Los Angeles, CA 90007

**When Not to Use:** Do not use a Check Cancellation Form to stop a check associated with a payment that was never received or was lost, stolen, or destroyed. Use a **Stop Payment Form** if the department or payee is not in possession of the check.

**Note:** If 180 days has passed since the check was issued, please use the form provided by [Bank Reconciliations](#).

<b>CHECK INFORMATION</b>
University of Southern California ('USC') check number _____ dated ___ / ___ /20___, in the amount of \$_____ to _____ (Payee).
<b>REASON FOR CHECK CANCELLATION</b>
<input type="checkbox"/> Check is not needed <input type="checkbox"/> Check is for the wrong amount <input type="checkbox"/> Check is in the name of the wrong payee name <input type="checkbox"/> Other: _____
<b>CHECK ATTACHMENT</b>
<input type="checkbox"/> Check noted "void" is attached <input type="checkbox"/> No voided check is attached (Do not use a Check Cancellation Form. Complete a <b>Stop Payment Form</b> .)
<b>REISSUE</b>
Upon receipt of a <b>Check Cancellation Form</b> with check attached, the check will not be reissued by Payment Services. A new payment request must be completed and sent to Payment Services.
<b>REQUESTOR INFORMATION</b>
First Name: _____ Last Name: _____ MI: _____ Email: _____ Phone: (_____) _____ - _____ Fax: (_____) _____ - _____ Department Name: _____  _____ Date: ___ / ___ / 20___ (Signature of Payee)
Or  _____ Date: ___ / ___ / 20___ (Signature of Requestor, if not Payee)