STOP PAYMENT AUTHORIZATION FORM
General Warrant or Payroll Checks
Department of the Treasury - ISSUED CHECK SERVICES
Effective July 1, 2012

FORM MUST BE TYPED

CONTACT TREASURY VIA EMAIL AT CHECKIT@TRS.VIRGINIA.GOV TO VERIFY STATUS OF CHECK PRIOR TO REQUESTING THE STOP

Issued Check Services Contacts: If you need to contact an Issued Check Services staff member please email CHECKIT@TRS.VIRGINIA.GOV with "Stop Payment" in the subject line.

STOP PAYMENT REQUEST FORMS ARE EMAILED TO: STOP.PAYMENTS@TRS.VIRGINIA.GOV

REPLACEMENT CHECKS ARE ISSUED BY THE AGENCY REQUESTING THE STOP PAYMENT

Stop Requested By: _____ Date: _____
Agency Name: _____
Agency Address: _____ Agency #: _____
_____
Phone No.: _____
Email address: _____

COMPLETE THIS SECTON FOR PAYROLL – CIPPS Reports are <u>not</u> required

CHECK NO: _____ DATE: _____ AMOUNT: _____

PAYEE: _____

COMPLETE THIS SECTION FOR GENERAL WARRANT – CARS Reports are <u>not</u> required

CHECK NO: _____ DATE: _____ AMOUNT:_____

PAYEE: _____

COMPLETE THIS SECTION FOR <u>BOTH</u> GENERAL WARRANT <u>AND</u> PAYROLL REQUESTS

REASON FOR REQUEST**:** Never Received ☐ Lost ☐ Destroyed ☐ Stolen ☐
Incorrect Payee ☐ Incorrect Payee Address ☐ Due Diligence ☐

FISCAL OFFICER/Designee/ APPROVAL: Print Name: _____

*****Signature _____FISCAL OFFICER'S PHONE #: _____

*****Original Signature must be on the Stop Payment Authorization Form filed at Treasury. This form is on Treasury's home page, www.trs.virginia.gov under the Forms tab if you need to update the one currently on file.