



University of Massachusetts

*Amherst * Boston * Dartmouth * Lowell * President's Office * Worcester
Office of the President*

*Central Administrative Services
Treasurer's Office*

AP Payment Cancellation Request Form Instructions

Overview

The following instructions are a guide for using the AP Payment Cancellation Request Form:

- All forms must be completed and submitted by an authorized AP/Bursar department employee. Forms will not be accepted by the Treasurer's Office if they have been completed and/or submitted by the payee.
- The AP Payment Cancellation Request Form should not be used for processing stale dated checks. Refer to the AP Stale Dated Check Resolution Form.
- If a cancellation is needed on a backup withholding payment (COM) or on a vendor check associated with such payment, please advise the Treasurer's Office at (774) 455-7577 immediately prior to completing and submitting the form.
- All Stop Payment and Check Copy requests must be submitted via fax at (774) 455-7592. *Email requests will not be accepted.*
- Void Payments must be submitted via courier or hand-delivered to the Treasurer's Office with the check attached. Please do not staple checks to the form.
- Fill out forms online and print before submitting. Illegibility can increase processing time.
- Altered versions of the form will be returned for resubmission.
- The form is available on the Treasurer's Office website at:
<http://www.massachusetts.edu/treasurer/cashmanagement.html>

Fields

Section 1-Treasurer's Office Use Only

- This section must remain un-marked as the full section is used by the Treasurer's Office when processing.

Section 2-Campus AP/Bursar Department Use Only

- Fill in the contact information of the AP/Bursar department requester.
- For Check Copy requests, or if the requester is unsure of the paid status of the check, please select the Check Copy Request box in Section 2 and do not complete Section B. *A form is required for each check copy request.*

Section A-Check Information

- Check information-must be completed *exactly* as it appears in Peoplesoft.
- Vendor ID-enter the 10 digit vendor id.
- Check Number-enter the 7 digit check number to be cancelled.
- Payee-enter the remit name as it appears on the voucher/check.
- Check Date-enter the check issue date. For checks issued 6 or more months prior to the request date, please submit a completed AP Stale Dated Check Resolution Form to the Abandoned Property Coordinator.
- Check Amount-Enter the dollar amount of the check.
- Backup Withholding-Select this box only if the check is associated with a backup withholding payment. This box should not be selected for Reporting Only withholding vouchers. *If a cancellation is needed on a backup withholding payment (COM) or on a vendor check associated with such payment, please advise the Treasurer's Office at (774) 455-7577 immediately prior to completing and submitting the form.*

Section B-Check Cancellation Processing Request

- Complete this section to designate desired processing of the check to be cancelled.
- Reason for Cancellation/Comments-complete this section with a brief explanation for the cancellation. If this payment is a backup withholding payment (COM check), or a vendor check associated with a backup withholding check, please indicate as such in this field.