

Stop Payments, Check Replacements, Cancellations for Non-Payroll Checks

Please indicate action needed (check all that are applicable):

- Place a Stop Payment \* on a UM issued check
- Request a replacement check
- Cancel a UM issued check
- Inquiry as to check cashed status (paid/not paid by bank)

\* **Please note:** faxes/correspondence may be lost in transmission/mail. If a stop payment is requested and check is for more than \$10,000, please make sure you receive an email from the Controller's Office confirming stop payment, otherwise please call us.

**To:** Esther Garcia, Controller's Office, 150 Gables One Tower, Coral Gables, Locator 2912  
Phone: (305) 284-5912, Fax (305) 284-4850, email [esther@miami.edu](mailto:esther@miami.edu)

Please complete the following information:

From:  Phone:  Fax:

Department:  Email:

Payable To:

Amount of check: \$

Check Number:

Date of Check:

Document Ref. No.:

Account Number:

**Please attach a copy of original check requisition & back-up documentation.**

Sub-Object No.:

Reason for Stop Payment:

**WILL A REPLACEMENT CHECK BE NEEDED?**  Yes  No

Please note: the average time to replace a check is 8 working days.

**REPLACEMENT CHECK WILL BE MAILED TO PAYEE – Mailing address is required**

Mail to: (Payee Name)

Is this a change from the original payee?  Yes  No

If payee name is different, please see instructions at: <http://www.miami.edu/controller>, click on FORMS, and then on Instructions to Stop/Replace checks.

Mailing Address:

City, State, Zip Code:

**For Controller's Office Use Only**

PAID DATE \_\_\_\_\_ UNPAID LIST DATE \_\_\_\_\_ PAGE# \_\_\_\_\_

UNPAID CONFIRMED BY \_\_\_\_\_ DATE \_\_\_\_\_