

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)

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.:

Driver Worktag   
(PG, BG, etc.)

Spend Category:

Ledger Account:

Reason for Stop Payment:

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

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

NOTE: Replacements cannot be issued if payee or amount are different than the original check. 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)

Mailing Address:

City, State, Zip Code:

**Attention Departments:** If the original check is received or found, it must be marked "VOID" and returned to the University Controller's Office immediately. Any attempt by the Payee to cash the original check will result in fees from the Payee's Bank Institution. University of Miami will not be held responsible for Bank Fees or Fines.