

Frequently Asked Questions (FAQ's) Stop Payment Replacement Checks (Non-Payroll)



Question: **How can I find out the status of a check (cashed or outstanding) and get a copy of a cleared check?**

Answer: Send an email to Mayra Molina (m.molina7@miami.edu), provide check number, date of the check and name of payee.

Question: **How to file a check fraud claim (check was cashed by someone other than payee noted in the check)?**

Answer: Send an email to Oneida Sanchez-Lopez (osanchez@miami.edu), provide a copy of the cashed check and request for a check fraud claim to be completed.

Question: **How can I place a Stop Payment on a check and Re-Issue a new check?**

Answer: Download the form (Request to Place a Stop Payment and/or Replace Check Issued) found in the Controller's website Forms page.

Complete the information and attach the supporting documents from the original check.

Email to:

Checks dated < 180 days old: email controllersgeneralaccounting@miami.edu

Checks dated = or > 180 days old: email Mayra Molina (m.molina7@miami.edu)

Note that name or amount changes cannot be done on replacement checks.

Question: **How long does it take to replace a check?**

Answer: Please allow 5 to 8 business days for a replacement check.

Question: **How can I find out when a replacement check was issued and what is the new check number?**

Answer: Email to:
 Checks dated < 180 days old: email controllersgeneralaccounting@miami.edu
 Checks dated = or > 180 days old: email Mayra Molina (m.molina7@miami.edu)

Question: **If a stop payment is placed on a check, when can you see the credit back into the account?**

Answer: The same day the payment is voided in the bank and in Workday, the credit is posted back into the original account.

Question: **If a check issued by UM is more than six months old, can the payee still cash it?**

Answer: Yes, University of Miami checks do not have expiration dates.

Important Notes:

If the address needs to be updated for a Supplier payment, the address must be updated with Supply & Chain prior to submitting this replacement check request form. Please allow 5 to 8 business days for a replacement check.

If the Default Payment Type for a Supplier payment needs to be changed from Check to ACH or Wire, this change must be updated with the AP dept. **first, prior to submitting this replacement payment form.**

If the Default Payment Type for an Ad Hoc Payment needs to be changed from Check to ACH or Wire, please submit the banking information and or EFT form along with this replacement payment form.

If the original check is received or found, it must be marked "VOID" and discarded 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.