

**Stop Payments and Check Replacements for Non-Payroll Checks**

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

**Check Status Inquiry (paid/not paid by bank)****Place a Stop Payment on a UM issued check****Request a replacement payment via****Check****Wire****ACH**

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**Checks dated < 180 days old:** email [ControllersGeneralAccounting@miami.edu](mailto:ControllersGeneralAccounting@miami.edu)**Checks dated = or > 180 days old:** email Mayra Molina ([m.molina7@miami.edu](mailto:m.molina7@miami.edu))

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Please complete the following information:

**From:****Phone:****Department:****Email:****Payable to:****Amount of check:****Check Number:****Date of Check:****Document Ref. No.:**

**Please submit the request  
via email & if available,  
attach a copy of check  
requisition & back-up.**

**Driver Worktag:****Spend Category:****Ledger Account:****Reason for Stop Payment:**

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**The check needs to be****Mailed Out****Hold for pick up/ Courier**

**Note:** 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.

**New Address:****Yes****No****Address:****City, State, Zip Code:****Important Notes:**

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.