



**VOID CHECK REQUEST**  
 OFFICE OF STATE TREASURER  
 SFN 54494 (1-2017)

**This form should be used to void a check that has been issued to a payee who is not rightfully owed the funds. It can also be used in circumstances in which a check is lost or accidentally destroyed before mailing to the payee.** Prior to preparing this form the Agency must take reasonable measures to either obtain the original check or a Check Replacement Agreement (SFN 2025) from the payee. In the event the check or Agreement is not obtained, this form is to be used to document evidence identifying the check to be voided.

|                  |             |              |
|------------------|-------------|--------------|
| Check Payable To | Date Issued | Check Number |
| Payee Address    | Agency      | Amount       |

Describe the measures taken and result of your efforts to recover the check or obtain an Agreement for a lost or destroyed check:

Explain the steps you have taken to recover the check from the incorrect payee.

If the incorrect payee sends the check back, you do NOT need to complete a Void Check Request Form. The physical check can be sent to the Office of State Treasurer to be voided.

Describe the reason the check is not due to payee and should be voided:

Explain why the check is no longer due to the payee.

Examples include:

- 1 - The check was issued to the incorrect payee.
- 2 - The funds have been paid by P-Card/ACH/duplicate check.
- 3 - The check was destroyed/lost by a State Agency before it was mailed to the payee.

We recommend that the agency maintain other relevant documentation such as payee's last known address, SSN or TIN, name of relative, etc. This information will be helpful in the recovery of funds if the check is ever cashed.

**Please Note:** If the above check is cashed the originating agency is required to reimburse the Office of State Treasurer for the amount of the check regardless of whether the agency is able to recover the funds from the payee.

Individual Completing Form

|              |           |      |
|--------------|-----------|------|
| Name (Print) | Signature | Date |
|--------------|-----------|------|

Office of State Treasurer Approval

|              |           |      |
|--------------|-----------|------|
| Name (Print) | Signature | Date |
|--------------|-----------|------|