



CSU FULLERTON

Auxiliary Services Corporation

Serving the University in the Spirit of Excellence

# STOP PAYMENT/VOID CHECK REQUEST FORM

CHECK NUMBER: \_\_\_\_\_ CHECK DATE: \_\_\_\_\_ CHECK AMOUNT: \_\_\_\_\_

PAYEE NAME: \_\_\_\_\_

**CHECK TYPE:**

- GENERAL CHECKING (FP)
- PAYROLL (PY)
- TITAN SHOPS

**TYPE OF REQUEST:**

- STOP PAYMENT
- VOID CHECK (PLEASE ATTACH CHECK TO BE VOIDED)
- REISSUE CHECK

**REASON FOR STOP PAYMENT OR VOID CHECK:**  
(REQUIRED FIELD)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REQUESTED BY:**

\_\_\_\_\_

(DEPARTMENT PERSONNEL REQUESTING STOP OR VOID)

**PROCESSED BY:**

\_\_\_\_\_

(ACCOUNTING OR PAYROLL PERSONNEL PROCESSING STOP OR VOID)

**BATCHED BY:**

\_\_\_\_\_

(NAME)

**JOB NUMBER:**

\_\_\_\_\_

**APPROVED BY:**

\_\_\_\_\_

(NAME)

**INITIALS:**

\_\_\_\_\_

**BANK PROCESSING:**

- CITIZEN BUSINESS BANK – CITIZEN ELECTRONIC PROCESSING SOLUTIONS (CEPS)  
(FOUNDATION AND PAYROLL)
- WELLS FARGO - COMMERCIAL ELECTRONIC OFFICE (CEO)  
(TITAN SHOPS)

**ENTERED BY:**

\_\_\_\_\_

**DATE:**

\_\_\_\_\_