

STOP PAYMENTS**8045**

(Revised 12/03)

A top Payment Request form, STD. 432 must be sent to the STO one week before the stale date of all uncashed agency checks. The stale date is one year from date of issuance. See SAM Section 8042.

To stop the payment of a centralized State Treasury System agency check, agencies will complete an STD. 432, in triplicate and send the original with one copy to STO. The copy will be returned to the department showing the effective date of the stop payment. The STO **does not** determine if payment has previously been made before processing the stop payment. It is the agency's responsibility to determine if the check has been paid before issuing a replacement check. See SAM Section 8044. Agencies must review their bank statements to determine if payment was made in a previous month and contact STO to determine if payment was made in the current month.

Telephone requests for stop payments will not be accepted by the STO, except in extremely urgent situations. If the STO agrees to accept an emergency request, a completed STD. 432 must be faxed to STO. The department must then write "confirming" at the top of the form and forward the original with one copy to the STO.