

## SAM - CASH

### STOP PAYMENTS

8045

(Revised 8/2015)

A Stop Payment Request form, [STD. 432](#) must be sent to the State Treasurer's Office ([STO](#)) one week before the stale date of all uncashed agency checks. The stale date is one year from the date of issuance. See SAM section 8042.

To stop the payment of a centralized State Treasury System (CTS) agency check, departments will complete a 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 an agency check has been cashed before processing the stop payment. It is the department's responsibility to determine if the check has been paid before issuing a replacement check. See SAM section 8044. Departments must review their CTS statements or the STO's Agency Paid System to determine if payment was made previously. Departments can contact the STO to obtain access to the Agency Paid System. See SAM section 8050.

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.