UNIVERSITY OF TORONTO
Cheque/Draft Re-issue or Cancel Request Form

Reversal Document Number - FSD ONLY

When to Use:	**When a cheque or draft is to be reissued, cancelled or another payment method is required.**
Process:	When the **cheque is in possession by the University**, complete this form, sign, scan completed form and cheque and email to ap.fsd@utoronto.ca. AP will action, but will require the original form and cheque. Forward cheque and original form to Financial Services, Attention: Accounts Payable, 215 Huron Street, 2nd Floor.
	When the **cheque is NOT in possession by the University**. Complete this form, sign, scan and email to ap.fsd@utoronto.ca. Cancellation will occur within 3 days.
	AP will cancel the cheque. Cheques will be reissued if no changes are required. If changes are required, AP will block the original document in FIS and Departments will be notified to proceed.
	For Draft cancellations, complete form, sign and scan to ap.fsd@utoronto.ca. Cancellation can take 2 weeks or more. Drafts can only be reissued with no changes or will be cancelled. Drafts cancelled will be refunded to the draft's original document accounts and include any currency exchange differences.
Department:	Departments are required to change or reverse blocked documents.

Cheque/Draft # [_____]   **Currency** [_____]   **Cheque/Draft Date** [_____]

Cheque/Draft Attached? ○ Yes ○ No   **Amount** [_____]   **Payee** [_____]

Vendor # [_____]   **FIS Doc #** [_____]   **Pay Doc #** [_____]   **FIS Doc Date** [_____]

DRAFT	○ Reissue Draft with No Changes		○ Cancel Draft, Return Funds to Original Accounts in FIS	
CHEQUE	Lost (07) ○ **NO CHANGES** AP Cancel and Reissue Cheque	Stale Dated (10) ○ **NO CHANGES** AP Cancel and Reissue Cheque	Incorrect Payee (13) *13* ○ Cancel Cheque, Block Document Department to Action	Incorrect Amount (20) *20* ○ Cancel Cheque, Block Document Department to Action
	Duplicate Payment (05) *05* ○ Cancel Cheque, Block Document Department to Action	Stale Dated (10) *10* ○ Cancel Cheque, Block Document Department to Action	Returned By Payee (15) *17* ○ Cancel Cheque, Block Document Department to Action	○ Other - Please describe below [____]
	Lost (07) *07* ○ Cancel Cheque, Block Document Department to Action	Incorrect Currency (12) *12* ○ Cancel Cheque, Block Document Department to Action	Incorrect Address (19) *19* ○ Cancel Cheque, Block Document Department to Action	

Requested by [_____]   **Faculty/Department** [_____]   **Email** [_____]

Phone Number [_____]   **Date Requested** [_____]   [_____]
Signature of Requestor

For Student Account use: ☐ Apply to ROSI ☐ Pay by Direct Deposit ☐ Pay by Wire

Student # [_____]   **New Cheque #** [_____]   **New Cheque Date:** [_____]   **Pickup/Mail Date:** [_____]

Notes [_____]

For Financial Services use only:

If cheque is not attached, Banking processes VOID using code 09 and AP processes Reversal using document reversal codes noted in italics. If cheque attached, then AP cancels cheque with bracketed code and document reversal code in italics.

Supervisor Signature

☐ Cheque Cancelled Date _____
☐ Date Faculty/Department notified _____
☐ Draft Date Faxed to Western Union _____
☐ Original Cheque or Draft Attached _____
☐ Document Blocked Date _____

Banking