



**MEMORANDUM**

To: All Business Officers  
From: Russell Smith, Supervisor Accounting Services  
Date: March 3, 2017  
Re: Cheque and Draft Cancellation Processing Changes

---

Starting March 2017, to cancel a draft or cheque we require a completed [Cheque/Draft Re-issue or Cancel Request Form](#) be provided to [ap.fsd@utoronto.ca](mailto:ap.fsd@utoronto.ca).

The form includes instructions and the Frequently Asked Questions are updated on this revised process on how to place a stop payment on a cheque/draft.

The reason for this change is to standardize the information being received for processing cancellations and bank changes that have impacted our previous process.

Note that these bank changes immediately impact the processing time of cancelling cheques that are **not in possession** by the University. Please anticipate a 3 day delay in cancelling these cheques that are no longer in possession by the University. If you do not have possession of the cheque, please complete the form and scan and email it to [ap.fsd@utoronto.ca](mailto:ap.fsd@utoronto.ca).

Where the cheque is in possession by the University, complete and scan the form including the cheque and email to [ap.fsd@utoronto.ca](mailto:ap.fsd@utoronto.ca) for immediate action. There will be no change in our current timelines for cheques in University possession. Once scanned and for control purposes, forward the original form and original cheque by campus mail to:

Accounts Payable  
Financial Services Department  
215 Huron Street, 2nd Floor

As a reminder, international drafts to be cancelled or reissued, will require this form be completed, but cancellation will continue to take 2 weeks or more.

We will be monitoring these changes and the form and would appreciate your comments as we all adjust to this new process.

If you any questions, contact Russell Smith at [russell.smith@utoronto.ca](mailto:russell.smith@utoronto.ca) or by phone at 416-978-2511.