



CHECK INQUIRY REQUEST FORM

Purpose:

This form should be used to place stop payments on a check at the bank (i.e., lost, stolen, duplicate, wrong vendor) and/or request a copy of a check (after requestor has confirmed the check has been cashed.)

Please note - this form has replaced the Check Inquiry Form and the Check Redeposit Form (if you have the original check, write "void" across it and attach it to this form.)

Date:

Check Information		Requester Information	
Type of Check:	<input type="text"/>	Requested By:	<input type="text"/>
Check #:	<input type="text"/>	Phone Number:	<input type="text"/>
Check Date:	<input type="text"/>	Department:	<input type="text"/>
Check Amount:	<input type="text"/>	Department Address:	<input type="text"/>
Check Payee:	<input type="text"/>	Requested Action:	<input type="text"/>
HCOM Information:	<input type="text"/>	HCOM Number:	<input type="text"/>
Stop & Reissue			
Reason:		Address 1: <input type="text"/>	
		Address 2: <input type="text"/>	
		City: <input type="text"/>	
		State: <input type="text"/>	Zip Code: <input type="text"/>
Stop & Reverse			
Reason:			
Stop & Reverse, Escheat			
Reason:		33 Digit Distribution Code:	
		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
For Check Copy Request			
Cleared Date:		<input type="text"/>	
Email Address:		<input type="text"/>	

How to submit completed form:

Once the above information is complete please email to: check_inquiry@harvard.edu

In the Subject line of the email please enter only the check number referred to above. As an example if you were requesting stop & reverse for check # 9876543, the subject line of the email would read: 9876543

Cash Management Use Only			
Bank stop date:	Stop Confirmed:	<input type="checkbox"/> YES <input type="checkbox"/> NO	Date:
Stop completed by:	<input type="checkbox"/> CMO	<input type="checkbox"/> Other:	
Escheat Reissue Approved:	<input type="checkbox"/> CMO	<input type="checkbox"/> Other:	Date:
AP Use Only			
Cancel Date:		Reissue Date:	