

Department of the Treasury
Stop Payment Authorized Signature Listing
As of July 1, 2002

Effective July 1, 2002, General Warrant and Payroll STOP Payment requests will not be processed unless an original of each of the signatory forms is on file in the Issued Check Services Section of the Department of the Treasury.

The Agency Fiscal Officer must approve all signatures.

This is a two part, two page form: Part I, Page 1 = General Warrants Part II, Page 2 = Payroll

Agency Name: _____

Agency Number: _____

Fiscal Officer's Name/Signature/Date

Print Name

Signature

Date

Fiscal Officer's Email Address

Part I, Page 1: General Warrants - The following individuals are authorized to approve General Warrant Stop Payment Requests

Employee Name	Title	Phone Number	Email Address	Signature

*General Warrant

General

Mailing Address: _____

Warrant Fax Number _____

*If the General Warrant mailing address shown is different from the individual authorized to request the stops, please attach a separate address sheet.

Send COMPLETED FORMS TO: Manager - Bank Reconciliation & Issued Check Services

United States Postal Service
Address.....

Department of the Treasury or through Inter-Agency Mail.....
POB 1879
Richmond, VA 23219-1879

Department of the Treasury
3rd Floor James Monroe Building

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Agency Name: _____

Agency Number: _____

Fiscal Officer's Name/Signature/Date

Print Name

Signature

Date

Fiscal Officer's Email Address

Part II, Page 2: Payroll - The following individuals are authorized to approve Payroll Stop Payment Requests

Employee Name

Title

Phone Number

Email Address

Signature

*Payroll Mailing

Address: _____

Payroll Fax Number _____

*If the Payroll mailing address shown is different from the individual authorized to request the stops, please attach a separate address sheet.

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