

Department of the Treasury
Stop Payment Authorized Signature Listing
As of July 1, 2009

Effective July 1, 2009, General Warrant and Payroll STOP Payment requests will not be processed unless an original of each of the updated 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

<input checked="" type="checkbox"/>	Employee Name	Title	Phone Number	Email Address	Signature
<input type="checkbox"/>	_____	_____	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____	_____	_____

Check box by employee name(s) if authorized signatory should receive email notification when CARS entries have posted.
 (Disregard if using preferred method, a generic email address.)
 If additional individuals must receive email notifications, attach separate list with name & email address.

Questions? Send email to: Recon-mngr@trs.virginia.gov

Send COMPLETED FORMS Manager - Bank Reconciliation & Issued Check Services

United States Postal Service Department of the Treasury or through Inter-Agency Mail... Department of the Treasury
 Address..... POB 1879 3rd Floor James Monroe Building
 Richmond, VA 23219-1879

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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

<input checked="" type="checkbox"/>	Employee Name	Title	Phone Number	Email Address	Signature
<input type="checkbox"/>	_____	_____	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____	_____	_____

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