



CHECK INQUIRY REQUEST FORM

Purpose:

Date:

This form should be used to place stop payments or to void a check at the bank (i.e., lost, stolen, duplicate, wrong vendor, etc.) and/or request a copy of a check (after requestor has confirmed the check has been cashed in B2P or AP Views).

Important Note for AP Checks: Before submitting the Check Inquiry Request form, please confirm 1) the payee is active in B2P Supplier Portal and 2) the Remittance Address is current/correct. If action is needed on either item, please submit a Supplier Portal Maintenance Request within the B2P Supplier Portal. See the [B2P Quick Reference Guide](#) for more information or contact ap_supplieronboarding@harvard.edu.

Check Information	Requestor Information
Type of Check:	Requested By:
Check Number:	Phone Number:
Check Date:	Department:
Check Amount:	Requested Action:
Check Payee:	

Reason for Requested Action

Redeposit (Escheat/DCE Only)

33 Digit Billing Code:

Check Copy Request

Cleared Date:
Email Address:

How to submit completed form:

Once the above information is complete please click "submit" button. If encountering any problem please save the form and email to checkinquiryform@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.

Notice: For the submit button to work, the PDF will either need to be opened in Internet Explorer/ Edge or saved as a file onto your computer and opened in Adobe Acrobat.

Cash Management Use Only				
Bank stop date:	Stop Confirmed:	YES	NO	Date
AP Use Only				
Cancel Date:	Reissue Date:			

SUBMIT