



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 the requestor has confirmed the check has been cashed in B2P or AP Views).

AP reissue check requests: Before submitting this form confirm 1) the payee is active and 2) the Remittance Address is current. **NOTE:** If a supplier is not active or the address is not current, update inB2P prior to submitting the form. If the remittance address is updated, note the updated address below. For questions related to the B2P Supplier Portal, please contact AP_SupplierOnboarding@harvard.edu

AP check redeposit requests:

1. Was check originally issued in a prior calendar year?
 - NO
 - YES
2. If "YES", please indicate supplier type:
 - 1099 - US individual or U.S. entity
 - 1042S – Foreign individual or entity ([special tax approval is required](#))

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	New Remittance Address (if applicable)	
	Address 1:	
	Address 2:	
	City:	
	State:	Zip:

Redeposit (Escheat/DCE Only)
33 Digit Billing Code:

Check Copy Request
Cleared Date:
Email Address:

How to submit completed form:

Save the form as PDF and email it to checkinquiryform@harvard.edu. In the email subject line please use the check number referred to above. Questions related to completing this form can also be emailed to checkinquiryform@harvard.edu.

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