Procedure Section: P2131, Money Payment Procedures

Subsection: P2131B, Voided Checks

Procedure:	**P2131B**	**Effective Date:**	**04/01/1993**
Bulletin:	**93-08**	**Supersedes:**	**N/A**

Included Programs

All Programs

A. VOID a check for (but not limited to) the following reasons:

1. amount of previously-issued check incorrect
2. payee on check in error.

IMPORTANT: Do not void a check if you do not have it in hand. Voiding a check allows you to replace it, but does not put a stop payment order on it. To stop payment, see P-2131 C#5.

B. To void the check:

1. Verify the current status of the check by using INQD in ACCESS.
2. Complete the necessary panels in MONY/VOID (see ACCESS Manual, MONY/ANT.10).

C. To return the check(s) to State Office, see P-2131 D.

Revision History for P2131B

04/01/1993

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