

Stop Payment Request Process Using MS Forms

1. Access form with this link. [Stop Payment Request Form](#)

The link is also available on the SFMS Forms webpage.

2. Complete the fields of the form.

These are similar fields as the old form but in a different order to match verification steps. Some fields were removed to help streamline the process. You will also notice the following slight changes and the addition of an email address field for the preparer and the manager.

Agency Name & Number

- Use the dropdown list to select your agency number.
- Please note that the dropdown will not allow you to manually key in your agency number.

Reason for Stop Payment

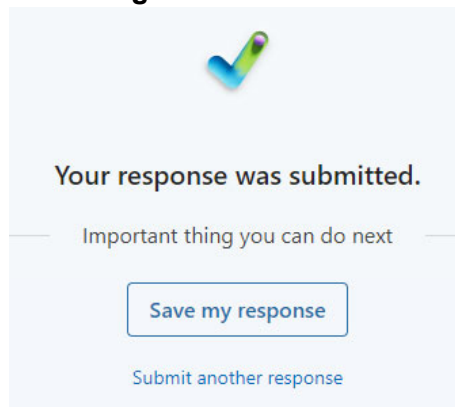
- The number of options has been reduced to three.
 - Warrant Error - Examples: issued in error, wrong payee, and wrong amount.
 - Warrant Missing - Examples: destroyed, thrown away, stolen, and lost.
 - Other - Use this option only if the agency wants to document a specific reason.

Preparer & Manager Email Addresses

- Enter preparer email for SFMS staff to contact if there are any questions on the request.
- The preparer & manager emails entered on the form will be used to automatically generate a confirmation email to document each request that is submitted.

3. Click the Submit button at the bottom of the form.

4. To save your response, make that selection before clicking on Submit Another Response or closing the window.



5. The saved form in MS Forms is your documentation of submission. The preparer and manager emails entered on the form will also receive an automatically generated confirmation email from microsoft@powerapps.com to document the request.

Please email WarrantStopCancel.1.SFMS@das.oregon.gov if you have any questions.