

# Requesting a Replacement Check

## Confused About Which Form to Use?

Here is a breakdown between OSPS' Canceled, Stopped, and Lost Check Forms. (Please keep in mind you can only chose one form per check)

| Form Name  | Cancel an OSPS Issued Check   | Stop Payment Notification   | Lost Check Replacement Form   |
|--|---|---|---|
| Form Number  | OSPS.99.23  | C-27  | OSPS.99.03  |
| Original Check Required                              | Yes   | No  | No  |
| Replacement Options                                  | Money will be returned to the employee on their P370 screen if you fill out Section B only. Or you can rewrite the check to a new payee if you fill out Section C, then you will receive a replacement check. | Replacement check only  | Replacement check only  |
| Split Replacement Check Between Two Different Payees | Yes   | No  | No  |
| OSPS Deadline  | 11:30 AM if requesting a replacement check (Section C). If you just cancel the check (Section B only) OSPS will process throughout the day.   | 2:30 PM   | 11:30 AM  |
| Replacement Check Issued                             | Same day if requesting a replacement check (Section C). A check will be available in your agency lockbox with manual checks.  | Next business day. A check will be available in your agency lockbox with manual checks. | Same day. A check will be available in your agency lockbox with manual checks.  |
| Agency Liability if Original Check is Cashed         | None. You have the original check in hand so it cannot be cashed.   | None. Treasury puts a stop on the check so it cannot be cashed.                         | Your agency is liable if the original check is cashed. You must reimburse OSPS. |