

## Guidelines for Completing the Working Fund Check Return/Void Form

1. Requesting Department
2. Requestor person - must be able to assist if issue occurs
3. Date request is submitted to Working Fund
4. Email address of requestor
5. Phone number to reach requestor

Note: If the requester is unable to pick up check(s) when ready, an email must be sent to Working Fund with the name of the party that will pick up check. The pick-up person must bring a copy of the email to Working Fund when picking up the check(s).

6. Check box: Reissue or charge back to dept.
7. Short explanation for either reissue or charge back
8. Payee name on check, (Last name, First name)
9. Date on check (Month, Date, Year)
10. Check number
11. Amount on check
12. The full typed chart-string (all 7 sections/boxes) & amount on check

\*\*\*Attach the original check with the void request or a memo/email stating the reason why the original check is missing.

<b>ES USE ONLY</b>	
Check#:	_____
Checkdate:	_____
VZ#:	-----
Request Approval: Verify check(s) are o/s And Void checks: _____	
Check Approval:	_____

Financial Services

**Working Fund Check Return/Void Form**

Requesting Department Name:	<b>1</b>		
Requestor/Contact person:	<b>2</b>	Date:	<b>3</b>
E-mail:	<b>4</b>	Phone:	<b>5</b>

**6**

Request:	<input type="checkbox"/> Reissue check	<input type="checkbox"/> I charge back to dept (UMB)
Reason for Return:	<b>7</b>	

**Original (returned/voided) Check Information**

Payee name (last, first, initial)	Check Date(mm/dd/yy)	Check#	Check Amount
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
			\$ 0.00

**Only -one chart string per form**

Account	Project ID	Fund	PCBU	Owner Department	Transaction Dept	Program	Amount

**12**

**FS Use ONLY**

Adjustment check- (only one check per form)

Payee:							
Account	Project ID	Fund	PCBU	Owner Department	Transaction Dept	Program	Amount

If you have questions call 410 706-6746 or  
410-706-1485

Return original form and supporting documentation to:

**General Working Fund  
Financial Services**  
The Saratoga Building- Room 02-125  
220 Arch Street  
Baltimore, MD 21201