



Maryland
STATE
TREASURER

Investing for Maryland's future.

BANKING ST-151
R*STARS VENDOR CHECK
STOP PAYMENT OR
CANCELLATION

BANKING ST151 - SECTION I.

Banking Services Unit
Maryland State Treasurer
80 Calvert Street, Ste 414
Annapolis, MD 21401
Ph: (410) 260-7270
Email: ST151_Vendorchecks@treasurer.state.md.us

Date:
Agency Name:
Agency Address:
Address Cont'd:
Agency Phone:
(Request will not be processed without Agency information)

BANKING ST151 - SECTION II.

*****IMPORTANT*****

- 1. Use this Banking ST-151 form for checks in the following statuses: I, M, & P**
- 2. Cancel and Delete and Reissue requests require the physical check to be mailed with the ST-151 form to Banking Services.**
- 3. Cancel, Delete, and Reissue requests require mailing the physical check with the ST-151 form to the Banking Services Unit. Stop and Reissue or Stop and Recover requests without an attached check (with proper documentation) will be processed after 45 days unless an immediate stop is justified and approved by the Assistant Director.**

*****NOTE: If check is in "U" Status, contact General Accounting Division at 410-260-7814*****

- 1. CHECK COPY:** Please provide a copy of the check described below. Check copy will be emailed to the authorized signer on this request. (Email address required below in Section III).
- 2. CANCEL:** Please cancel the check listed below. Provide valid reason below & ATTACH PHYSICAL CHECK

Reason Req:

- 3. DELETE AND REISSUE:** Please reissue the attached stale/mutilated check listed below. ATTACH PHYSICAL CHECK
- 4. STOP AND RECOVER:** Please Stop and Recover the check listed below. Proper backup documentation & valid reason is required. Check is not required. (See above regarding 45-day policy.)

Reason Req:

- 5. STOP AND REISSUE:** (Note: Address on Reissued Checks will not Change) Please place a stop payment on the check described below and reissue the check to the same payee with the same address. Original check is not required. If address is not correct, choose "Stop and Recover" or "Cancel" and the agency should reissue a new check.)

BANKING ST151 - SECTION III.

All original check payment information listed below must be completed on this form.

1. Financial Agency Code	2. Vendor Number
3. Check Number	4. Check Issue Date
5. Check Amount	6. Vendor Name
7. Vendor Address	
8. Auth. Signer Name	9. Email Addr
10. Auth. Signer Signature	