

Stop Payments

When a stop payment is required for a check that has been lost or stolen, to insure timeliness of the stop payment, an email will be accepted. The best email address to send your request to is apinterfaces@edcgov.us. In the subject line, please indicate “stop payment request”.

If a cancel and/or reissue is then needed, a CCR form would be completed. On the CCR form, for the Stop Payment drop box, the “Already Done Via Email” option would be selected.

If a stop payment is needed but can be processed at the same time as the check cancel and/or reissue, departments are not required to email the Auditor’s Office requesting the stop pay. The email option is strictly for emergency needs.