**Check Trace Request Form**

Instructions for completing this form are found on the

BPS Portal > Invoice Processing Division > Exceptions > Instructional Materials (How To's)

**\* *Indicates a REQUIRED field and must be completed in order to process your request timely.***

**\***Check Date:

**\***Trace ID:

**\***Warrant ID:

**\***Business Area:

**\***Doc, VT, or DSN #:

**\***Amount: $

**\***Payee Name:

**\***Action Requested: Choose an item.

**\***Reason for Request: Choose an item.

Additional Information if "Other" is selected:

**\***Delivery Information: Choose an item.

**\*\***Address Line 1:

Address Line 2:

**\*\***City / State / Zip:

**\*\****not required if requesting ONLY image of cashed check.*

**\***Requestor Name:

**\***Requestor Phone #:

**\***Requestor E-Mail:

**DO NOT** send as an attachment.

Click on  **Send to Mail Recipient**1 on the toolbar, add Payee Name and Trace ID # to the **Subject** line, and e-mail completed form **TO:** OB, PS\_Check\_Stop\_Reissue ([RA-CheckStopReissue@pa.gov](mailto:RA-CheckStopReissue@pa.gov)).

1If you do not have this command/icon, please see [Add Send to Mail Recipient Command to Quick Access Toolbar](https://collab.pa.gov/ob/intranet/ComptrollerOperations/BPSPORTAL/Pages/IP%20Exeptions%20HowTo.aspx) on the BPS Portal > Invoice Processing Division > Exceptions > Instructional Materials (How To's)