**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).

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)