



# OBM

## State of Ohio – Office of Budget and Management Warrant Cancellation or Erroneous EFT Transmittal (Except Payrolls)

**Instructions:** This form is to be completed if the warrant or EFT was issued in error, as a duplicate payment or for the wrong dollar amount. Reversal of payment will take 5-10 business days. Return completed form to: OBM, Attn: Payment Issuance Unit, 30 E. Broad St., 34<sup>th</sup> Floor, Columbus, OH 43215-3457 (Note: Attach the original warrant).

<b>Agency Name:</b>			<b>Business Unit:</b>		<b>Date:</b>
Warrant Number or "EFT":			Warrant or EFT Date:		
Warrant/EFT Amount:			Voucher #		
Payee Name:				Vendor No:	
GL Unit: <b>State</b>	Fund:	Account:	ALI:	Department:	
Program:		Grant/Prj:		Project:	
Authorized by (Signature):			Phone #:	Date:	

Reason for Cancellation/Comments: