

Payment Cancellation Voucher

Used by agencies to request cancellations for reinstated warrants or postdated payroll deduction warrants.

1. Check appropriate box Type: <input type="checkbox"/> Warrant <input type="checkbox"/> Deduction warrant <i>(Requires completion of Item 21)</i> <input type="checkbox"/> Reinstated warrant		2. Current Document Number <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%; border: 1px solid black; text-align: center;">C</td> <td style="width:15%; border: 1px solid black;"></td> </tr> <tr> <td colspan="6" style="text-align: center;">Warrant</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">C</td> <td style="border: 1px solid black; text-align: center;">Z</td> <td style="border: 1px solid black;"></td> </tr> <tr> <td colspan="6" style="text-align: center;">USAS deduction/reinstated warrant</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">4</td> <td style="border: 1px solid black; text-align: center;">C</td> <td style="border: 1px solid black; text-align: center;">C</td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> <tr> <td colspan="6" style="text-align: center;">Payroll voucher</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">7</td> <td style="border: 1px solid black; text-align: center;">C</td> <td style="border: 1px solid black; text-align: center;">C</td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> <tr> <td colspan="6" style="text-align: center;">Annuity voucher</td> </tr> </table>						C						Warrant						C	Z					USAS deduction/reinstated warrant						4	C	C				Payroll voucher						7	C	C				Annuity voucher					
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18. Comp obj.				19. AY		20. Payee name
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22. Contact name	23. Authorized by	24. Title	25. Phone (Area code and number)	26. Date
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27. Payment reason codes: <table style="width:100%;"> <tr> <td style="width:50%;">301 Incorrect TIN</td> <td style="width:50%;">309 Leave without pay</td> </tr> <tr> <td>302 Incorrect amount</td> <td>310 Termination</td> </tr> <tr> <td>303 Unable to deliver warrant</td> <td>311 Retirement</td> </tr> <tr> <td>304 Warrant on hold (incorrect TIN)</td> <td>312 Deceased</td> </tr> <tr> <td>305 Warrant on hold (cancel by agency)</td> <td>313 Levy (IRS, bankruptcy, etc.)</td> </tr> <tr> <td>306 Warrant lost or destroyed</td> <td>314 Incorrect routing number</td> </tr> <tr> <td>307 Duplicate payment</td> <td>315 Incorrect or closed account</td> </tr> <tr> <td>308 Payment not due</td> <td>316 Other _____</td> </tr> </table>	301 Incorrect TIN	309 Leave without pay	302 Incorrect amount	310 Termination	303 Unable to deliver warrant	311 Retirement	304 Warrant on hold (incorrect TIN)	312 Deceased	305 Warrant on hold (cancel by agency)	313 Levy (IRS, bankruptcy, etc.)	306 Warrant lost or destroyed	314 Incorrect routing number	307 Duplicate payment	315 Incorrect or closed account	308 Payment not due	316 Other _____	28. Document reason codes: 317 Incorrect TIN 318 Incorrect amounts 319 Unable to deliver warrants 322 Stop payment (payment lost or destroyed) 323 Duplicate payment from state/local 324 Payment not due 330 Document cancelled. Other _____
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Instructions for Completing the Payment Cancellation Voucher (PCV)

Item 1 - Type - Check the appropriate box for the type of payment to be cancelled.
 Warrant Deduction warrant (*Requires completion of Item 21*)
 Reinstated warrant

Item 2 - Current Document Number (CDN) - This field identifies the cancellation document. Agencies must complete either the last two or three digits of this field depending on the type of cancellation being processed (*see the following six types of CDNs and the number of digits agencies are required to provide*).

Provide the last three digits for:	Provide the last two digits for:
Warrant Cancellation USAS Deduction Warrant Reinstated Warrant	Payroll Voucher Annuity Voucher

Item 3 - Agency number

Item 4 - Agency name

Item 5 - Document amount - Total of all payments to be cancelled. **Note:** Will autocalculate from amount field if PCV is entered online.

Item 6 - Audited by - Leave blank. **For Comptroller's use only.**

Item 7 - Effective date - Leave blank. **For Comptroller's use only.**

Item 8 - Line no. - Assign consecutive line numbers in ascending order per payment to be cancelled.

Item 9 - Payment/warrant no. - Nine-digit warrant number or seven-digit direct deposit payment number.

Item 10 - Amount - Amount of each payment to be cancelled or reversed.

Item 11 - Issue date - Date the warrant or direct deposit payment was issued.

Item 12 - Texas Identification Number (TIN) - 11-digit TIN to whom the payment was issued.

Item 13 - Mail code - 3 digit mail code.

Item 14 - Reason code - Use codes 301-316 when cancelling a **single** payment. Use 317-330 when cancelling an entire document with multiple payments.

Item 15 - Original Current Document No. - Current Document Number of the payment document (payroll, purchase or travel) from which the payment being cancelled was issued.

Item 16 - Appr. fund - Appropriated fund number.

Item 17 - PCA - Five-digit Program Cost Account.

Item 18 - Comp obj. - Four-digit Comptroller object code.

Item 19 - AY - Appropriation year.

Item 20 - Payee name - Name to whom payment was issued.

Item 21 - Warrant disposal - Required for deduction warrants, indicating how a warrant is disposed.

Item 22 - Contact name (*Required*) - Name of person who will respond to questions regarding the PCV.

Item 23 - Authorized by (*Required*) - Signature of person authorizing the PCV. There **must be** a signature, or the PCV will be rejected to the agency.

Item 24 - Title - Title of the person authorizing the PCV.

Item 25 - Phone (*Required*) - Area code and phone number of the **contact person**.

Item 26 - Date - Date the PCV was completed.

Item 27 - Payment reason codes - Select the code that applies; used for single payments only.

Item 28 - Document reason codes - Select the code that applies; used for cancellation of entire documents only.

Submit one original to: Comptroller of Public Accounts
 ATTN: Fiscal Management Division
 111 East 17th Street
 Austin, TX 78774-0100

- OR -

FAX PCV form to: 512-475-5424

Questions? Call 512-936-8138, or email tins.mail@cpa.texas.gov.