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# STARS USER MANUAL

## CANCEL FORM INSTRUCTIONS

Send the Cancel form to:

State Controller's Office  
Division of Statewide Accounting  
4th Floor, Joe R. Williams Building  
P.O. Box 83720  
Boise, ID 83720-0011  
Fax: 334-3415; E-mail: [dsahelp@scs.idaho.gov](mailto:dsahelp@scs.idaho.gov)

You can cancel multiple warrants on one form, regardless of the type.

The following table describes the data elements of the CANCEL form.

<b>Data Element</b>	<b>Description</b>
AGENCY NAME	Enter the name of the agency that issued the warrant.
AGENCY CODE	Enter your three-digit agency code. If this is a payroll warrant, the agency code should be 142.
CONTACT NAME	The person to contact for questions regarding the cancellation.
PHONE #	Phone number of the contact person.
DATE	Current date.
NORMAL CANCELLATION	Mark this box if you have the warrant to attach to the form. Otherwise, leave blank. If this is a payroll warrant, use the Payroll Cancellation box instead.
LOST CANCELLATION	Mark this box if you are processing a Lost Cancellation and attach an <a href="#">Affidavit for Cancellation from</a> . Otherwise, leave blank. If this is a payroll warrant, use agency 142 and the Lost Payroll Cancellation box instead.

<b>Data Element</b>	<b>Description</b>
PAYROLL CANCELLATION	Normally only used by the State Controller's Office Division of Statewide Payroll for Manual voids.
LOST PAYROLL CANCELLATION	Mark this box if you are processing a Lost Payroll Cancellation and attach an <a href="#">Affidavit for Cancellation form</a> . Otherwise, leave blank.  Send these to the State Controller's Office Division of Statewide Payroll.
FORGERY CANCELLATION	Mark this box if you are processing a Forgery Cancellation and attach a <a href="#">Forgery Affidavit form</a> . Otherwise, leave blank.  If this is a payroll warrant, use agency 142.
EFT CANCELLATION	For SCO use only.
MISCELLANEOUS CANCELLATION	Mark this box if you have a memo to attach. Otherwise, leave blank.
DOCUMENT NUMBER	Enter the document number you used to issue the warrant, if readily available.
WARRANT NUMBER	Enter the nine-digit warrant number of each warrant you are canceling.
AMOUNT	Enter the amount of each warrant you are cancelling.
TOTAL	Enter the total of all warrants you are submitting for cancellation.
REASON FOR CANCELLATION	Enter the reason for cancellation.
DATE CANCELLED	Leave blank. SCO will enter this date when they cancel the warrant.
CANCELLED BY	Leave blank. SCO will enter this information when they cancel the warrant.