



# The West Virginia State Treasurer's Office

## John D. Perdue, West Virginia State Treasurer

### Stop Payment & Undeliverable Check Online System User Application

Agency Name \_\_\_\_\_

Org number(s) \_\_\_\_\_

Employee's Name \_\_\_\_\_

Title \_\_\_\_\_

Email (required) \_\_\_\_\_ Phone \_\_\_\_\_

You, the State Agency, are responsible for and agree to indemnify and hold harmless, to the extent permitted by law, the West Virginia State Treasurer's Office for the security of the User ID and Password. The State Treasurer's Office will not be liable for any damages, liabilities or harm that may occur from the unauthorized use of your User ID and Password. If you become aware of any unauthorized use of your User ID and Password, or believe that its security has been compromised, you must notify the Treasurer's Office immediately. Upon notice from you, the Treasurer's Office will take reasonable steps to protect your account information, including, but not limited to, voiding your existing User ID and Password and issuing you a new User ID and Password.

Employee Signature \_\_\_\_\_

***Please return form to WVSTO Cash Management Division or fax 304-340-1511***

**Type of Request (check one):**

- Add User (Admin – all available functions)
- Add User (Stop Payments – Stop Pays, Forgeries, Redeposits)
- Add User (Undeliverable Checks – Change addresses, download undeliverable check list)
- Add User (View only)
- Delete User
- Modify User Requested Change \_\_\_\_\_

**Agency Authorization (to be completed by supervisor or person responsible for requesting user access)**

Name \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**SHOULD THIS USER HAVE ACCESS TO PAYROLL INFORMATION?** \_\_\_\_\_

**WVSTO Internal Use Only:**

Date Received \_\_\_\_\_

Added by \_\_\_\_\_

Date User Added \_\_\_\_\_

Assigned User ID \_\_\_\_\_