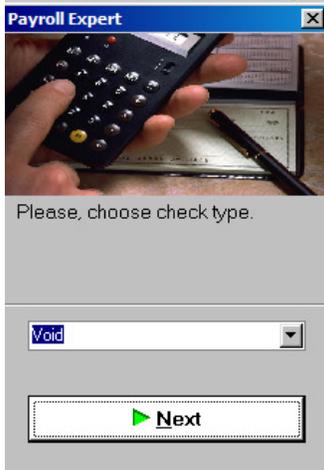# How to Void a Check

1. On the batch screen, go to the check lines by using the [⬚ Check] button located at the bottom right hand side of the screen.

2. Click on the green plus key 🟢 or Alt-Insert.

Payroll Expert ☒

Please, choose check type.

| Void | ▾ |

▶ **Next**

3. Select check type of **Void**, then click [▶ **Next**].

4. The check finder pop-up box will appear on your screen. Select the time period of the original check, serial number if known and/or the EE code.
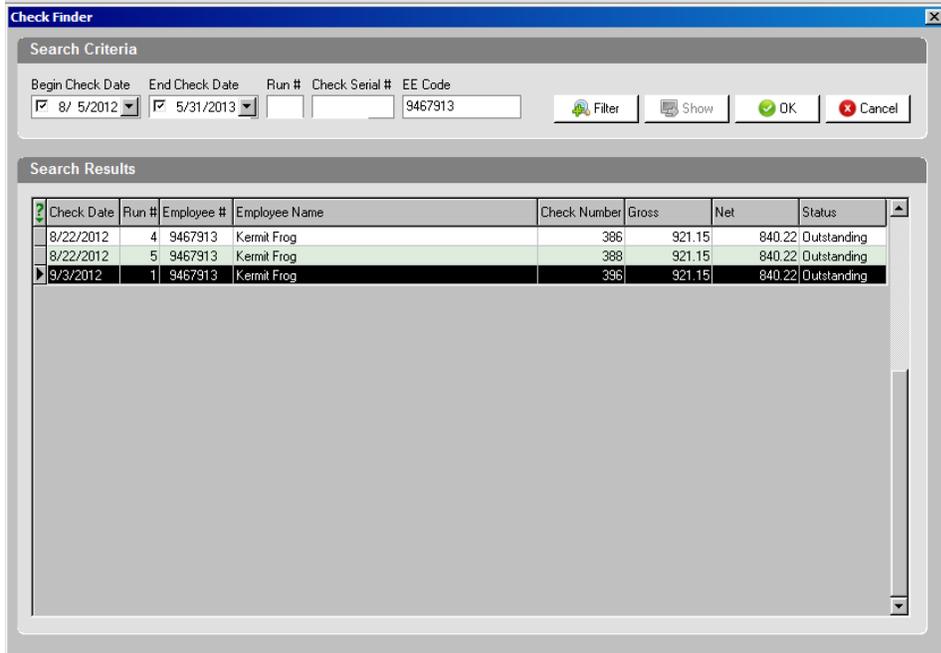
5. Click the ![Filter] button

6. Select the correct check from the grid.

7. Once you have the correct check click ![OK].   This will void the check.

**Please be aware that you should not void a check that was not created in the current quarter. If you receive the below pop-up message, you must contact your Client Service Representative for assistance prior to voiding any checks.
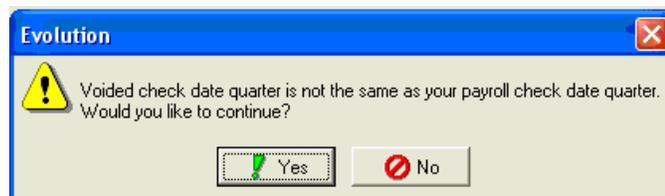
**If you are on PayData's Net Check service, any check that you void must be returned to PayData. If you no longer have the check, a stop payment is required and you need to contact your Client Service Representative prior to voiding this check.