Print | Email Payroll Services

San Diego County Office of Education
PRIOR YEAR Warrant Cancellation Request – Form 96

Date: **District #:** **Calendar Year:**

Contact Person: **Phone/Email:**

Detailed Description of Cancellation Reason:

Warrant Information:

District	Emplid-Rec 000000-0
Pay Group	Employee Name
Pay Period End	Net Pay
Warrant Number	Rate
Issue Date	Earnings Period Mo-Yr to Mo-Yr

- *Include printout of "Review Paycheck Summary" with paylines and deductions expanded*

Payroll Services: will void unreconciled prior year warrants with the County Treasury and return net pay amount to the district.Prior Year cancel requests will not be processed until Feb 1st.

☐ Copy RET ☐ FTP File ☐ AC Form JV#/Date AT#/Date

Approximately 2 weeks to process

Retirement: will send retirement adjustments to CalPERS/CalSTRS and return Employee and Employer contributions to the district.

☐ Retirement Adjustment JV#/Date AT#/Date ☐ W2C Copy to PA

Approximately 6 weeks to process

Districts Responsibility: to collect

1. **Deductions** (Employee and Employer) – will need to collect any non-retirement amounts from vendor directly. TSA and garnishment amounts will not be refunded by vendors, collect from employee.
2. **Taxes** – Social Security/Medicare returned by taxing agencies based on W-2C data submitted to IRS. Timeline to refund district dependent on taxing agency processing time. Federal and State withholding taxes are not returned by agencies, collect from employee, they will receive the credit when filing their personal income tax return.
3. **W-2C** – Complete and submit to Payroll Services.

**Attachments Required – Original Warrant / Paycheck Summary with Affidavit / ACH Return Confirmation*

Authorized Signature Date

Clear