

Application Form for Cancellation of Treasury Check 國庫支票註銷申請書

National Treasury Administration, MOF 財 政 部 國 庫 署	
Received date 收 到 日 期	
Received code 收 件 編 號	

Date of application:
填 製 日 期:
Enclosed: Return of the Original Treasury Check
附 件: 送 還 原 簽 支 票 一 紙

Due to some reason, the original Treasury Check with the number of _____ will not need to be cashed. This application is to return the original check, please cancel the budget under the same subject account. In case of any disputes arising from the application for the Cancellation, the agency in charge of the original payment voucher is to be responsible for handling.

查第 _____ 號國庫支票，因故毋需兌領，茲將原支票繳還，請貴署予以註銷並沖回原支付科目預算，如有糾紛由本機關負責處理。

Sincerely 此 致

National Treasury Administration 財 政 部 國 庫 署

Chief of the Accounting and statistics office
主 辦 會 計
(certified signature/ 簽 證)

Head of agency or authorized signatory
機 關 長 官 或 其 授 權 代 簽 人
(certified signature/ 簽 證)

Matters required to be included in the original payment voucher and the original Treasury Check issued 原 憑 單 及 原 簽 支 票 記 載 事 項	Reason of the application for cancellation 申 請 註 銷 原 因
The code and the name of the payment agency 支 用 機 關 代 號 及 名 稱	
Preparing date and the code of the payment voucher 憑 單 編 製 日 期 及 編 號	
The issued date of the check and the received code 支 票 日 期 及 收 件 編 號	
The code and the name of the budget subject 預 算 科 目 代 號 及 名 稱	
Object of expenditure/支出用途	
Payee/受款人	
Address/地址	
Amount (Write in words)金額(大寫) _____ NT\$	

Handling Situation of the National Treasury Administration 國 庫 署 辦 理 情 形

The National Treasury Agency has canceled and returned the registration of the check according to the application on (MM/DD), reversed the amount of the payment and the budget balance under the same subject account. In case of other matters, the agency which applied for the cancellation of the Treasury check should be the institution in charge.

本署已遵囑將繳還原簽國庫支票於 _____ 月 _____ 日註銷作廢，並已沖回原支付數及增加預算餘額，如發生其他事項，應由原申請註銷機關負責處理。

Department-in-charge of the case 承 辦 科	Unit chief 單 位 主 管	Accounting and statistics office 主 計 室	Head of agency or authorized signatory 署 長 或 其 授 權 代 簽 人