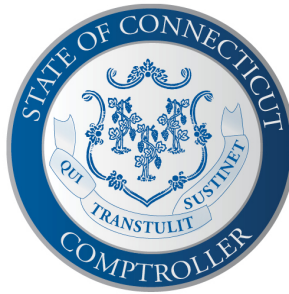


**KEVIN LEMBO**  
STATE COMPTROLLER



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STATE OF CONNECTICUT  
OFFICE *of the* STATE COMPTROLLER  
165 Capitol Ave.  
Hartford, CT 06106

**MEMORANDUM NO. 2021-22**

**December 22, 2021**

**TO THE HEADS OF ALL AGENCIES**

**Attention:** Chief Administrative Officers, Fiscal Officers, and Business Managers  
**Subject:** Office of the State Comptroller (OSC) CO-790 Payment Cancellation Process

**I. PURPOSE**

The purpose of this memo is to advise all State agencies that OSC Form CO-790 has been replaced by the online CO-790 payment cancellation process in Core-CT.

**II. PROCEDURES**

Effective 1/3/2022, all agencies should begin using the new online CO-790 process in Core-CT to request payment cancellation. Effective 2/1/2022, OSC will not process any requests using the old CO-790 form.


Refer to [Core-CT Financials Job Aids](#) for cancellation process instructions, including how to complete a cancellation request using the online CO-790 process in Core-CT.

At this time the following associated forms may be downloaded from the [OSC Website](#):

- Form CO-790S – Payment Cancellation Statement. If required for pre-approval, this form may be attached to the online CO-790 request or emailed to [osc.apdsp@ct.gov](mailto:osc.apdsp@ct.gov).
- Form CO-860 – Request for Payment Information. This form should be used to request a copy of a check that has been cashed or to verify an ACH/EFT deposit to a vendor's account. Submit to the Office of State Treasurer.

**IV. QUESTIONS**

Please direct any questions to the Central Accounts Payable Division at [osc.apd@ct.gov](mailto:osc.apd@ct.gov).

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