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

MEMORANDUM NO. 2022-31

October 18, 2022

TO THE HEADS OF ALL STATE AGENCIES

Attention: Chief Administrative Officers, Fiscal Officers and Business Managers
Subject: Online CO-790 Payment Cancellation Process and Update to CO-860 Request for Payment Information

I. PURPOSE

The purpose of this memo is to advise all State agencies that OSC Form CO-860 has been replaced by the online CO-860 payment information process in Core-CT. **The online CO-790 payment cancellation process has not been modified.** This memorandum supersedes Comptroller's Memorandum 2021-22.

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.

Effective 10/24/2022, all agencies should begin using the new online CO-860 process in Core-CT to request payment information. Effective 11/07/2022, the Office of the State Treasurer will not process any payment information requests on the old CO-860 form.

Refer to the 'Cancellation (Online Process) Core-CT Financials Job Aids for payment information process instructions, including how to complete a payment information request using the online CO-860 process in Core-CT.

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.

III. QUESTIONS

Please direct any questions to the Central Accounts Payable Division at osc.apd@ct.gov.

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