

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
Pay Group	Employee Name
Pay Period End	Net Pay
Warrant Number	Rate
Issue Date	Earnings Period _____ to _____

- *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
<i>Approximately 2 weeks to process</i>				

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
<i>Approximately 6 weeks to process</i>			

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 Retirement Reporting (Truck mail or Fax)

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

Authorized Signature _____

Date _____