



Western University
 Financial Services
 Suite 6100, Support Services Bldg.
 Phone: 519-661-3870 or ext 83870
 Fax: 519-661-3829 or ext 83829
 accountsreceivable@uwo.ca

Invoice Cancellation & Write-off Request

Complete this form to request the cancellation or write off of an existing Invoice.

Customer Number	WES	Invoice Number	T
Customer Name			
Original Invoice Amount	<input type="radio"/> CAD	<input type="radio"/> USD	<input type="radio"/> Other
		Cancel:	<input type="radio"/> Total Invoice <input type="radio"/> Partial Invoice

Partial Invoice Cancellation break-down

Line #	Amount	HST applicable	
Line #		<input type="radio"/>	
Line #		<input type="radio"/>	
Line #		<input type="radio"/>	
Line #		<input type="radio"/>	
Cancellation Total			

Select Reason for **Cancellation**

Customer Overcharged <input type="radio"/>	Replaced By New Invoice <input type="radio"/>	T
Invoice Prepared in Error <input type="radio"/>	Paid through UWO Account JE# <input type="radio"/>	
Returned Goods <input type="radio"/>	Paid by Credit Card in Department <input type="radio"/>	Other <input type="radio"/>

Credit notes will be sent to the e-mail address provided below.

Select Reason for **Write-off**

Customer Won't Pay <input type="radio"/>	Customer Bankrupt <input type="radio"/>
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Write-offs will be applied to the unit's bad debt account 660800.

<input type="radio"/> Use accounts from Original Invoice
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<input type="radio"/> New account - please enter new account information
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Speed Code	Account	Fund	Department ID	Program	Project/Grant

For accounts without speedcodes

Comments

Requester's Name	Phone Number	Ext.
Email Address	Department	