BENJAMIN J. CAYETANO
GOVERNOR

DIRECTOR'S OFFICE
DEPT. OF
TRANSPORTATION
MAY 7 7 55 AM '99

RAYMOND H. SATO
[redacted]
COMPTROLLER

MARY PATRICIA WATERHOUSE
DEPUTY COMPTROLLER

**STATE OF HAWAII**
**DEPARTMENT OF ACCOUNTING**
**AND GENERAL SERVICES**
P. O. BOX 119
HONOLULU, HAWAII 96810-0119

MAY - 6 1999

COMPTROLLER'S MEMORANDUM NO. 1999-13

TO: Heads of Departments

ATTN: Administrative and Fiscal Officers

SUBJECT: Change in State Banking Services From American Savings Bank to First Hawaiian Bank

This memorandum is to inform departments that banking services for the State will be changed from American Savings Bank (ASB) to First Hawaiian Bank (FHB), effective July 1, 1999. As a result, a new FHB Stop Payment Order Form has been developed for use with FHB's checks.

Departments are requested to order the FHB Stop Payment Order Form from Correctional Industries in early June for delivery by July 1, 1999. The cost of the FHB Stop Payment Order Form will be $4.25 per pad.

The Bank of America (BOA), FSB Stop Payment Order Form will continue to be used for ASB checks until they become void on June 1, 2000. All State Accounting Forms (SAFORMS) related to the issuance and stop payment process of State of Hawaii checks will remain the same.

The FHB Stop Payment Order Form is similar to the BOA, FSB Stop Payment Order Form except for the following changes:

1. Changed the title from "BANK OF AMERICA, FSB STOP PAYMENT ORDER" to "FIRST HAWAIIAN BANK STOP PAYMENT ORDER".

2. Changed the account number from 93315-06038 to 01-088947.

3. In the "FOR BANK USE ONLY" section, changed the Stop Expiration information from the following:

| FY CODE | STOP EXPIRATION DATE |
|---|---|
| 7 | June 1, 1998 |
| 8 | June 1, 1999 |
| 9 | June 1, 2000 |

to:

| FY CODE | STOP EXPIRATION DATE |
|---|---|
| 0 | June 5, 2001 |
| 1 | June 5, 2002 |

4. Changed revision date to "Rev 07/99".

Please forward this memorandum to the offices in your department that are involved with the issuance and stop payment process of State of Hawaii checks. Should there be any questions regarding this matter, your staff may contact Mr. Kurt Muraoka of our Systems Accounting Branch at 586-0610.

RAYMOND H. SATO
State Comptroller

Attachment

① FIRST HAWAIIAN BANK

# STOP PAYMENT ORDER

| TITLE OF ACCOUNT: **Comptroller Sub-Account** | ACCOUNT NUMBER: **01-088947** ② | FUND CODE CONVERSION TABLE |
|---|---|---|
| CHECK NO. | SERIAL NO. (FY CODE / FUND NO. / LAST SIX DIGITS OF CHECK NO.) | FUND CODE / FUND NO.: P 1, W 2, G 3, S 4, B 5, T 6, E 7, U 8 |
| AMOUNT | | |
| CHECK DATE | | |
| PAYEE | | |
| REASON FOR STOP | | DATE |
| SIGNATURE OF RESPONSIBLE FISCAL OFFICER | DEPARTMENTAL CONTACT PERSON (PRINT) | |
| DEPARTMENT/NAME OF EXPENDING AGENCY | | TELEPHONE NO. |

| STOP PAYMENT ORDER | DATE SUBMITTED | TIME SUBMITTED |
|---|---|---|
| ACCOUNTING DIVISION | | |
| STOP PAYMENT ORDER CANCELLATION | DATE SUBMITTED | TIME SUBMITTED |
| ACCOUNTING DIVISION | | |

## FOR BANK USE ONLY

☐ ENTER STOP PAYMENT ☐ REMOVE STOP PAYMENT

Entered By _____ Confirm # _____

Date _____ Time _____ Authorized By _____

☐ STOP PAYMENT REJECT

Reason _____ Authorized By _____

③ STOP

| FY CODE | EXPIRATION DATE |
|---|---|
| 0 | June 5, 2001 |
| 1 | June 5, 2002 |

Rev 07/99 ④