Request to Reissue a Check

Student Name

Student C#  

Check Number

Check Amount

I am requesting that a “stop payment” be placed on the above referenced check and that it be reissued to me for the following reason(s).

☐ I have lost the check
☐ I never received the check
☐ The check is now stale dated
☐ Other ________________________________________

I understand:

• The original check cannot be cashed or deposited once this request is submitted;
• The check can be reissued only after confirmation by the Student Accounts Office that the check has not been cashed;
• Any outstanding balance on my account, including parking tickets and library fines, may be deducted from the original check amount;
• Any reissued check may not be available for up to 5 business days;
• The reissued check will be mailed to my permanent address on record. If I need to change my permanent address I must do so with the Registrar’s Office, before a new check can be issued.

Signature ________________________________________ Date ________________________