

UTSA Check Cancellation Request (Student)

Instructions: Complete this form to request cancellation on a check that is stale dated or when requesting funds be returned to a lender. If the check is being cancelled because it is stale dated, the requestor (payee) must appear in-person and provide the original check to the Fiscal Services employee. Print and sign the completed form. Provide the completed and signed form to your manager for approval.

NOTE: This form is only used by Fiscal Services (FS) JPL and the Financial Aid office staff.

1. Today's Date: _____

2. Payee Name: _____

3. UTSA ID: _____

4. Check Number: _____ 5. Check Date: _____ 6. Check Amount: _____

7. Why is this check being cancelled (stale dated or being returned to lender)?

If you selected Other, provide a description of the reason here: _____

NOTE: If you selected 'Return to lender', do NOT complete the remaining questions below.

8. Will a check be reissued to the payee? Yes No

- a. If No, why not? Reissue to be applied toward student's account (MREF)
 Direct Deposit - Reissue to be processed by FS

b. If Yes, how will the payee receive the check?

- Returned to Bursar at: Main Campus Downtown Campus (Frio Street Building)
- Mailed By: Fiscal Services Disbursements Office

Enter the mailing address: _____

- Pick-up at Fiscal Services office:

Office Use Only

Step 1: Verify if check is still outstanding in DEFINE.

Step 2: Verify the payee does not contain any of the following outstanding balances or account holds:

- | | |
|----------------------------------|--------------------------------|
| <input type="checkbox"/> Parking | <input type="checkbox"/> T & F |
| <input type="checkbox"/> Library | <input type="checkbox"/> Other |

Step 3: Update/complete the following:

- Enter in spreadsheet as canceled/sent to account.
- Send original and check to Account Services. Retain a copy on file.
- File original document after confirmation of completion.

Prepared By: _____	Signature: _____
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Approved By (Manager): _____	Signature: _____
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Accounting Services: Email fiscalservices@utsa.edu when completed. Yes No