

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 Amount:

6. Check Date:

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

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

• 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:

Parking

T & F

Library

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:

Approved By (Manager):

Signature:

Accounting Services: Please email Christopher Valles when completed.

Yes

No