

The University of Texas at San Antonio

Stop Payment Request (Student)

New Check #

Print Date:

MREF:

Instructions: Students must use this form to request a stop payment and a check reissue, if applicable, for a lost or stolen check. Students must print and sign the completed form. Signatures must be witnessed by a second person if not signed in front of a Fiscal Services (FSO) employee.

A. Requestor

Name:

Date:

UTSA ID #

Phone Number:

B. Check Reissue Information

No Reissue Required - Credit to be applied toward student's account (MREF)

Picked up at Fiscal Services: JPL DT

Mailed (Student must update Banner ASAP with correct mailing address)

Please confirm mailing address:

Street address:

City:

State:

Zip Code:

Reason for Stop Payment: (Enter a brief description of the circumstances leading to this request)

C. Stop Payment Authorization

I, _____ request that the University of Texas at San Antonio stop
 pay check number _____ dated _____ in the amount of \$ _____
 this _____ of _____. I fully understand that if I receive this check, it will no
 longer be valid and I will be responsible for any and all charges that may occur if I deposit or cash the check.

Signature:

Date:

Witness:

Date:

Photo ID Verified:

Banner ID

Driver License

Other:

NA (have check)

Office Use Only

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Verify JPL and DT offices do not have check in possession. | <input type="checkbox"/> Search for check in paper files and excel file. |
| <input type="checkbox"/> View DEFINE to confirm payee name printed on check | <input type="checkbox"/> Verify check was re-mailed. |
| <input type="checkbox"/> Verify check is not already canceled. | <input type="checkbox"/> Enter stop payment data in spreadsheet as stop pay. |
| <input type="checkbox"/> Determine if check has been applied to student's account.
NOTE: Notify students with account holds or who owe balances that they must pay out of pocket or deduct amount owed from replacement check before a refund can be issued. | <input type="checkbox"/> Fax to Accounting (4222) – Enter date faxed:

<input type="checkbox"/> Complete |
| <input type="checkbox"/> Fax request to JPL office (4853) | <input type="checkbox"/> File original document. |
| <input type="checkbox"/> Send original to JPL | |

Approved by:

Manager approval: