

The University of Texas at San Antonio

Stop Payment Request (Student)

New Check #	Print Date:	MREF:
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Instructions: Students must use this form to request a stop payment and a check reissue, if applicable, for a lost or stolen check, or for a stale-dated 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)
- Direct Deposit

Confirm mailing address:

Street address:

City:	State:	Zip Code:
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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 _____ day 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:
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Witness:	Date:
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Photo ID Verified:	<input type="checkbox"/> Banner ID	<input type="checkbox"/> Driver's License	<input type="checkbox"/> Other:	<input type="checkbox"/> NA (have check)
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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: Attention Accounting Services: Notify Fiscal Services via email at fiscalservices@utsa.edu when stop payment has processed.
<input type="checkbox"/>	Fax request to JPL office (4853)	<input type="checkbox"/>	Complete
<input type="checkbox"/>	Send original to JPL	<input type="checkbox"/>	File original document.

Approved by:	Manager approval:
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