

## Check Cancellation Request (Student)

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

<b>*NOTE: This form is only used by Fiscal Services (FS) JPL and the Financial Aid office staff.</b>			
<b>REQUEST DETAILS</b>			
			Today's Date: _____
Payee Name: _____		Student ID: _____	
Check #: _____	Check Date: _____	Check Amt: _____	
Why is this check being cancelled?	Stale Dated	Returned to Sender	Other
If Other, provide a description of the reason here : _____			
<b>*NOTE: If you selected Other, do NOT complete the remaining questions.</b>			
<b>REISSUED CHECK DETAILS</b>			
Will a check be reissued to the payee?	Yes	No	
If no, why not?			
Reissue to be applied toward student's account (MREF)		Direct Deposit/Reissue to be processed by FS	
If yes, how will the payee receive the check?			
<ul style="list-style-type: none"> <li>Pick-up at Fiscal Services office.</li> <li>Returned to Bursar at:     Main Campus     Downtown Campus (Frio Street Building)</li> <li>Mailed by:     Fiscal Services     Disbursements Office</li> </ul>			
Mailing address: _____			
<b>FISCAL SERVICES OFFICE USE ONLY</b>			
Step 1: Verify if check is still outstanding in PeopleSoft.			
Step 2: Verify the payee does not contain any of the following outstanding balances or account holds:			
Parking	Library	T&F	Other
Step 3: Update/complete the following:			
Enter in spreadsheet as cancelled/sent to account.			
Send original check to Accounting Services. Retain a copy on file.			
File copies after confirmation of completion.			
Prepared By: _____		Signature: _____	
Approved By: _____		Signature: _____	
Accounting Services: Email <a href="mailto:fiscalservices@utsa.edu">fiscalservices@utsa.edu</a> when completed.		Yes	No