

UTSA Financial Affairs

STOP PAYMENT REQUEST (STUDENT)

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 Fiscal Services (FSO) employee.

New Check#:	MREF:	Date:
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REQUESTOR DETAILS

First Name:	Last Name:	Banner ID: @
Email:	Phone:	

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:
Reason for stop payment:			

AUTHORIZATION SIGNATURES

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.		
Student Signature	Witness Signature	Date:

VERIFICATION

Photo ID	Banner ID	Driver's License	Other:	N/A (have check)
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OFFICE USE ONLY

Verify JPL and DT offices do not have check in possession.	Search for check in paper files and excel file.
View PeopleSoft to confirm payee name, check number, and date printed on check.	
Verify check is not already cancelled.	
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.	Scan to Accounting – enter date faxed: Attention Accounting Services: Notify Fiscal Services via email at fiscalservices@utsa.edu when stop payment has processed.
Fax request to JPL office (x4853)	Complete
Send original to JPL	File original document.
Approved by: _____ Date: _____	Manager approval: _____ Date: _____
Signature: _____	Signature: _____