



Administrative Services / Bursar Operations
Office of the Bursar
P.O. Box 44444
Lafayette, LA 70504-4444
Office (337) 482-6385

This check was mailed to the student's local address on file. I am requesting a stop payment of this check and one of the following to be issued.

- _____ Direct deposit: takes 3 to 5 days after completion of the stop payment process.
- _____ Refund check: takes up to 3 to 5 days after completion of the stop payment process. NOTE: an additional stop pay will result in another 30 days wait to process.

Check was not received due to the following reason:

- _____ Mailed to an expired address _____ Lost in the mail _____ Misplaced or destroyed
- _____ Other reason: _____

By signing this document, I am verifying that I did not receive the refund check issued in the amount of \$ _____ . I understand that this check is no longer valid and I will return it to the Student Cashier Center if I receive this check. I also understand that as of this date I cannot cash or deposit the original check because a stop payment will be issued immediately.

PRINT NAME: _____ ULID: _____

SIGNATURE: _____ DATE: _____

CORRECT ADDRESS: _____

INITIALS: _____ **I will update my address with the Registrar's Office.** PHONE: _____

OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

CHECK MADE PAYABLE TO: _____ ULID: _____

CHECK #: _____ CHECK DATE: _____ CHECK AMOUNT: _____

PLEASE VERIFY IF THE ABOVE CHECK IS STILL OUTSTANDING. THE STUDENT HAS REPORTED NEVER RECEIVING THE FUNDS AND HAS REQUESTED A REISSUE. PLEASE STOP PAYMENT AND SEE RE-ESTABLISH REQUEST BELOW.

RE-ESTABLISH REFUND: Yes _____ No _____

CANCELLATION APPROVAL: Completed by Financial Services	AR BANK/BANNER CANCELLATION: Completed by Payroll	BANNER REISSUANCE: Completed by AP/Bursar/Admin Svcs
<input type="checkbox"/> Confirm check data in Banner. <input type="checkbox"/> Confirm check does not appear on the returned, stopped, void, or cleared check lists. <input type="checkbox"/> Confirm check is outstanding in the online banking system. <input type="checkbox"/> Initial when complete. <input type="checkbox"/> Route to Payroll.	<input type="checkbox"/> Process stop payment/cancellation via bank. <input type="checkbox"/> Attach bank stop / cancellation confirmation. <input type="checkbox"/> Process check cancellation in Banner. <input type="checkbox"/> Initial when complete. <input type="checkbox"/> Route to AP, Administrative Services, or Bursar's Office.	<input type="checkbox"/> Initial when complete. <input type="checkbox"/> Route to Financial Services.