



OFFICE OF STUDENT ACCOUNT SERVICES
 INDIANA UNIVERSITY – PURDUE UNIVERSITY
 Office of Finance
 Indianapolis

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 Indianapolis, IN
 46206-6020

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 Fax: (317) 278-1579
 Email: bursar@iupui.edu

Check Stop Payment Request

Please Write Legibly

Payee:

First Name: _____ Last Name: _____
 Please Print Please Print

Amount: \$ _____ Student ID # 000 Parent ID # 000

Request Reason: (1) Never Received (2) Lost (3) Damaged

Include student ID# if check is made payable to a third party (eg: Plus Loan checks made payable to the parent)

Stop Payment Processing may require up to 10 business days

- *If refund is the result of Financial Aid, I certify that I am still eligible to receive these funds*
- *If both the original and new refund checks are negotiated resulting in a loss to the University, the customer is responsible to reimburse the University from non-University funds*
- *If an account balance is owed the re-issue of the refund check will apply to fees due on account*
- *It is the customer's responsibility to maintain valid Direct Deposit and mailing address information*
 - *To avoid lost checks via postal mail please sign up for Direct Deposit*
 - *Replacement refunds will be sent via Direct Deposit or by check to customer's address on file*

 Payee Signature

 Request Date

 Street Address

 Email Address

 City, State, Zip

 Daytime Telephone

For Office Use Only

Check Date: _____

Check Number: _____

Check List Completed By: _____

Date Completed: _____