



# OFFICE OF THE BURSAR

OFFICE OF FINANCE  
Division of Finance and Administration  
Indiana University-Purdue University  
Indianapolis



# OFFICE OF BURSAR SERVICES

INDIANA UNIVERSITY-PURDUE UNIVERSITY  
Columbus

## Stop Payment Request Form

If you would like to place a stop payment on a refund check, complete the following information and return this form to the address below. The payee should sign up for direct deposit before submitting this form. **To sign up for direct deposit visit <http://bursar.iupui.edu/refunds.asp>**. Please note that the stop payment request will not be processed until after ten business days from the date of the original refund.

\* University ID Number

\* Parent ID Number (if applicable)

\* Last Name

\* First Name

M.I.

\*Address: \_\_\_\_\_ \*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip: \_\_\_\_\_

\*Email: \_\_\_\_\_ \*Phone: \_\_\_\_\_ \*Amount: \_\_\_\_\_

### \* Reason

Lost     Never Received     Damaged     Fraud

### Important Processing Information

- There is a fee for stop payment requests. The fee will be waived when the payee signs up for direct deposit.
- Stop payment processing may require up to ten business days.
- 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 there is a balance due on the student's bursar account, the refund will apply to charges due on the account and refund any excess funds.
- It is the payee's responsibility to maintain valid direct deposit and mailing address information.
- Verify you have granted Title IV Authorization for the Indianapolis and/or Columbus campus at <http://go.iu.edu/6hW>.

*I have read and understand the instructions included with this form. If the refund is the result of Financial Aid, I certify that I am still eligible to receive these funds and have granted Title IV authorization. I further understand that forms submitted without an original signature will be returned.*

\*Payee Signature: \_\_\_\_\_ \*Date: \_\_\_\_\_

### Mailing Instructions and Contact Information

#### INDIANAPOLIS STUDENTS:

IUPUI Office of the Bursar  
Post Office Box 6020  
Indianapolis, IN 46206-6020  
Phone (317) 274-2451 Fax (317) 278-1579  
email: [bursar@iupui.edu](mailto:bursar@iupui.edu)

#### COLUMBUS STUDENTS:

IUPUC Office of Bursar Services  
CC Room 157  
4601 Central Avenue  
Columbus, IN 47203-7287  
Phone (812) 348-7399; email: [bursar@iupuc.edu](mailto:bursar@iupuc.edu)

### For Office Use Only

Check Date: \_\_\_\_\_ Check Amount: \_\_\_\_\_ Check Number: \_\_\_\_\_ Refund Source: \_\_\_\_\_

Direct Deposit: Yes \_\_\_\_\_ No \_\_\_\_\_ Fee Charged: Yes \_\_\_\_\_ No \_\_\_\_\_ Fee Waived: Yes \_\_\_\_\_ No \_\_\_\_\_

Title IV: Yes \_\_\_\_\_ No \_\_\_\_\_ KFS Doc#: \_\_\_\_\_ Date Completed: \_\_\_\_\_ Initials \_\_\_\_\_