

## Stop Payment Request Form

A refund/financial aid check, # \_\_\_\_\_, in the amount of \$ \_\_\_\_\_ was mailed to me on \_\_\_\_\_.

I affirm that:

*As of this date, I have not received the check.*

*The check was received by me and was subsequently lost, misplaced or destroyed.*

*The check is now stale dated/void (check attached).*

*Please place a stop payment on this check. I acknowledge that this process can take up to **15 business days** and that if I subsequently receive or recover the original check it will not be negotiable and must be returned to the Bursar's Office. I understand that if for any reason the original check is cashed after receiving a replacement check or after the funds have been disbursed into my bank account that my University records will be placed on HOLD and I will be responsible for repayment of the amount of the original check.*

Please apply the check to my account to pay for charges/fees/tuition. **(NOTE: If the University is owed money from a current or past term, all or part of the check will be applied to your student account.)**

Please have a replacement check mailed to me. **I understand that the check will be mailed to my local mailing address on file, and it is my responsibility to make sure the address is correct.** (If you have eDeposit you will not get a check)

*Please provide a copy of the front and back of the check, if the bank shows it has been cashed or paid.*

### CONTACT INFORMATION

Student ID #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Bring the completed form to the Bursar's Office, or mail to the address below:**

**University Bursar's Office: REFUNDS**  
Florida Polytechnic University | 4700 Research Way, Room 1103 Lakeland, FL 33805-8531