



Stop Payment Request Banner Check Refunds

For Office Use:
Approved by: _____
Scanned: _____
GA: _____
Voided: _____

PLEASE NOTE: Stop pays are not processed until 15 business days after the date the original check was issued. We recommend signing up for eDeposit on Student Self-Service for future refunds.

A refund 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 (If you still have the check, please destroy it)

I am requesting a stop payment on this check. I realize 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 SVC 1039.** 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. I would like:

- ☐ if possible, for the funds to stay in my USF student account. (**NOTE: If the University is owed money for a current or past term all or part of the check may be applied to your student account.**)
- ☐ for the funds to be deposited into my checking account (**You need to have signed up for eDeposit on Student Self-Service.**)
- ☐ for a replacement check to be mailed to me. **I understand that the check will be mailed to my active local mailing address on Student Self-Service and it is my responsibility to make sure the address is correct. (If you have an active eDeposit account you will not get a check)**
- ☐ a copy of the front and back of the check if the bank shows that it has been cashed or paid.

CONTACT INFORMATION-Please complete

USF ID #: _____
Name: _____
Phone: _____ e-mail: _____

Signature: _____ Date: _____

Email the completed form to: SFSStopPay@usf.edu. Please include "Stop Payment Request" in the subject line of the email. Forms can also be mailed to the address below

University Controller's Office: REFUNDS
University of South Florida ♦ 4202 East Fowler Ave, SVC1039 ♦ Tampa, FL 33620-5800
Email: SFSStopPay@usf.edu