

# Stop Payment Request



By completing this form, you are authorizing the School of Labor and Urban Studies to stop payment and reissue a refund check that was lost, stolen, or destroyed. Stop payments are processed if the mailed check is missing for ten (10) or more business days. Forms may only be completed by the individual to which the refund check was issued.

**Form Instructions:** Complete Section I and II and submit to [Bursar@slu.cuny.edu](mailto:Bursar@slu.cuny.edu) with a copy of your SCHOOL ID/PHOTO ID. Please allow up to 30 days for the new refund to be released.

## I. Student Information

<b>EMPLID:</b>		<b>Full Name:</b>			
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<b>Mailing Address:</b>					
	Address		City	State	Zip Apt #

*Login to CUNYfirst and review your mailing address on file. It should match what you have entered above. If the addresses do not match (including correct formatting and any required apartment or mailbox numbers) please update CUNYfirst before submitting this form!*

<b>Did your mailing address require an update in CUNYfirst?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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<b>Have you signed up for Direct Deposit?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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*Choosing to not add a direct deposit account in CUNYfirst means you agree to have your check reissued by mail.*

## II. Check Details

<b>Refund Amount:</b>		<b>Date/Semester Issued:</b>	
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<b>Reason for Request:</b>	<input type="checkbox"/> Check Lost	<input type="checkbox"/> Check Damaged	<input type="checkbox"/> Incorrect Address
	<input type="checkbox"/> Check Stolen	<input type="checkbox"/> Other:	

**My signature below confirms that:**

- I am requesting a stop payment and reissue on the above listed check. If the check has been cashed, I agree to assist the College in seeking to recover these funds by completing and signing an Affidavit of Fraudulent Activity
- My mailing address is current and/or I have enrolled in direct deposit via CUNYfirst. I understand that failure to update my addresses or enroll in direct deposit will delay this request from being processed
- I am aware that it may take up to 30 business days to receive a new check
- If I am the recipient of funds from both the original and replacement check, I will immediately repay the School of Labor and Urban Studies the full amount

**You may NOT cash the original check should you receive it after this form has been submitted. The original check must be returned to the School of Labor and Urban Studies.**

**Forms without a signature and ID will not be processed.**

<b>Signature</b>	<b>Date</b>

## FOR BURSAR USE ONLY

<b>Voucher ID #</b>		<b>Check #</b>	
<b>Date Stopped:</b>		<b>Approved</b>	