

NOTE: In order to save the document, user must have the most recent version of Adobe Acrobat Reader.

STUDENT ACCOUNTS LOST CHECK FORM

Date: _____

According to you, the following check is lost or was not received. Please complete the form below entirely. Incomplete forms may not be processed.

Check Number: _____ Check Amount: _____
 Check Date: _____ Student Number: _____
 Payable to: _____

“I authorize Michigan State University to stop payment on the above check and to issue a replacement check. I agree that if the original is recovered it is to be returned promptly to your office. I also authorize Michigan State University to apply the funds from the check to my account, if I have an outstanding balance with the University. I further agree that if both the original and replacement checks are cashed under circumstances resulting in overpayment to myself, I will promptly reimburse the University for the amount of overpayment or (if applicable) hereby authorize the University to deduct the amount of such overpayment from my next payroll check(s). I also understand that I will be charged a \$25 Check Replacement fee that will be waived if I sign up to have my refund direct deposited.”



“If I am enrolled as a student, I hereby waive my right to additional notification prior to placement of a financial hold.”

Signature: _____ Date: _____

OFFICE OF THE CONTROLLER

PLEASE NOTE: If you cash a check that you have requested to be stopped, your bank may charge you for the returned check.

Student Accounts

The following options are available for your reissued refund. Refunds will be reissued based on the information you have provided in the student portal.

- Direct Deposit: (no fee) To enroll in direct deposit, please go to student.msu.edu.
- Mailed Check: (\$25 fee) Please check and update your address at student.msu.edu. Checks will be mailed to the first Active address listed in SIS in the following order: Housing > Current > Permanent. A check will not be mailed if you have enrolled in direct deposit.

Hannah Administration Bldg
426 Auditorium Rd Rm 140
East Lansing, MI
48824-2602

517-355-5050
Toll Free: 800-775-4323
FAX: 517-353-9640
Email: StudentAccounts@ctrl.msu.edu

http://ctrl.msu.edu MSU Email: _____ Phone: _____

For office use only

1. Stop payment placed by: _____ Date: _____
2. Replacement authorized by: _____ Date: _____
3. Check Reissued: _____ Date: _____
4. Confirmation Attached: (yes/no): _____