

# OFFICE OF THE UNIVERSITY BURSAR

## PARENT PLUS STOP PAYMENT REQUEST FORM

PLEASE COMPLETE, SIGN, AND RETURN FORM TO THE **OFFICE OF THE UNIVERSITY BURSAR**  
VIA FAX, EMAIL, OR IN PERSON.

FAX: 614-292-1106  
EMAIL: [BURSAR@OSU.EDU](mailto:BURSAR@OSU.EDU)  
IN PERSON: STUDENT ACADEMIC SERVICE BUILDING  
1<sup>ST</sup> FLOOR DROPBOX, 281 WEST LANE AVENUE COLUMBUS, OH 43210

**Student Academic Services Building Lobby Hours: Monday through Thursday 9am to 5pm / Friday 9am to 4pm**

**NOTE:** - STOP PAYMENT REQUESTS WILL BE ACCEPTED 10 BUSINESS DAYS AFTER THE CHECK ISSUE DATE.  
- FORMS WILL BE PROCESSED WITHIN 10-15 BUSINESS DAYS AND ANY REFUNDS DUE WILL GENERALLY BE RECEIVED 5-10 BUSINESS DAYS AFTER PROCESSING.

NAME OF PARENT (SPONSOR) \* \_\_\_\_\_

STUDENT EMAIL ADDRESS \* \_\_\_\_\_

OSU STUDENT ID # \* \_\_\_\_\_

PARENT (SPONSOR) PHONE # \* \_\_\_\_\_

PARENT (SPONSOR) ADDRESS\* \_\_\_\_\_

AMOUNT OF CHECK \_\_\_\_\_

**REASON FOR STOP PAYMENT REQUEST (PLEASE SELECT):**

CHECK LOST/DESTROYED                       INCORRECT ADDRESS

OTHER \_\_\_\_\_

REQUESTOR'S SIGNATURE \* \_\_\_\_\_ DATE \* \_\_\_\_\_

**IF YOU HAPPEN TO RECEIVE THE ABOVE CHECK AFTER THE STOP PAYMENT REQUEST WAS SUBMITTED, DO NOT CASH THE CHECK. PLEASE CALL 614.292.1056 TO MAKE SURE THE CHECK IS STILL ELIGIBLE TO BE CASHED.**

**INTERNAL USE ONLY:**

SPONSOR I.D. \_\_\_\_\_ CHECK # \_\_\_\_\_ ISSUE DATE \_\_\_\_\_

NAME OF OSU REPRESENTATIVE \_\_\_\_\_ DATE: \_\_\_\_\_

**CHECK STATUS (PLEASE SELECT):**

MAILED/OUTSTANDING                       VOIDED/PENDING VOID                       OTHER