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
IN PERSON: STUDENT ACADEMIC SERVICE BUILDING
1ST 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 □ VOIED/PENDING VOID □ OTHER

Rev 8/25/2021