

OFFICE OF THE UNIVERSITY BURSAR

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 3-5 BUSINESS DAYS AND ANY REFUNDS DUE WILL GENERALLY BE RECEIVED 5-10 BUSINESS DAYS AFTER PROCESSING.
 - **THIS FORM MUST BE COMPLETED AND SUBMITTED BY THE STUDENT AND RETURNED FROM THE STUDENT'S OSU EMAIL ADDRESS.**

TO PREVENT REFUND DELAYS, PLEASE SIGN UP FOR DIRECT DEPOSIT THROUGH YOUR MY BUCKEYE LINK ACCOUNT.

NAME OF STUDENT *(Required)* _____

STUDENT EMAIL ADDRESS *(Required)* _____

OSU STUDENT ID # *(Required)* _____

STUDENT PHONE # *(Required)* _____

AMOUNT OF CHECK *(Required)* _____

REASON FOR STOP PAYMENT REQUEST (PLEASE SELECT):

- CHECK LOST/DESTROYED INCORRECT ADDRESS
- OTHER _____

TO SIGN UP FOR DIRECT DEPOSIT:

1. My Buckeye Link – Finances section – Account Refund.
2. Select Account Refund. The CASHNet eRefund page appears.
3. Select “Transfer” after reading the eRefund page. The CASHNet Refund disbursement page will open in a new window.
4. Click on “Enroll in Direct Deposit”.
5. Enter account information in the designated fields.
6. Review “Terms and Conditions”.
7. Select the “I agree” checkbox and click Submit.

STUDENT'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:

CHECK NUMBER _____ CHECK ISSUE DATE _____

NAME OF OSU REPRESENTATIVE _____ DATE: _____

CHECK STATUS (PLEASE SELECT):

- MAILED/OUTSTANDING VOIDED/PENDING VOID OTHER