

Stop Payment Request

Please complete, sign, and return this form to the **OFFICE OF THE UNIVERSITY BURSAR**

Email: bursar@osu.edu

Fax: 614-292-1106

Mailing Address: Office of the University Bursar, The Ohio State University
PO Box 183248, Columbus OH 43218

To submit a form in person, visit the 1st Floor Payment Dropbox
in the Student Academic Services Building

Stop Payment Requests are accepted 10 business days after check issue date. Forms are processed within 3-5 business days and any refunds due will generally be received 10-14 business days after processing.

To prevent refund delays, **please sign up for direct deposit** through your My Buckeye Link account.

THIS FORM MUST BE COMPLETED AND SUBMITTED BY THE STUDENT AND, IF EMAILED, SENT FROM THE STUDENT'S OSU EMAIL ADDRESS.

Student Name: *(Required)* _____

Student Email Address: *(Required)* _____

OSU Student ID #: *(Required)* _____

Student Phone Number: *(Required)* _____

Check Amount *(Required)* _____

REASON FOR STOP PAYMENT REQUEST (PLEASE SELECT):

Check Lost or Destroyed

Incorrect Address

Other: _____

STUDENT SIGNATURE _____

DATE _____

If you receive the above check after submitting this Stop Payment Request, DO NOT CASH IT.
Please contact 614-292-1056 to confirm the check is still eligible to be cashed.

**FOR FURTHER INFORMATION ABOUT REFUNDS AND
TO SIGN UP FOR DIRECT DEPOSIT**

Visit <https://go.osu.edu/refunds>

