

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): \_\_\_\_\_