



# Check Stop Payment Request

Bursar's Office – McTarnaghan Hall  
Office of the Controller

Phone: (239) 590-1213  
Fax: (239) 590-1219

10501 FGCU Boulevard South  
Fort Myers, FL 33965

**IMPORTANT:** If you receive the original check in the mail after you submit this Check Stop Payment Request, you cannot cash the check. Please either destroy the original check or return immediately to the Bursar's Office.

Name	UIN	Request Date	
Address	City	State	Zip Code
Phone Number			

Reason for Request:

Lost Check

Stale Dated

Other

Additional Comments:

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\_\_\_\_\_  
Signature

**OFFICE USE ONLY BELOW THIS LINE**

Check #:	_____	Check status:	_____
Check date:	_____	Bank notification:	_____
Check amount:	_____	Procurement notification:	_____
Check type:	_____	New check #:	_____
Approved by:	_____	New check date:	_____
Processed by:	_____	Student notification:	_____