



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.

- You **MUST** update your address with the Office of Records & Registration. See link to Change of Address form which can be signed digitally. <https://proone.proed.org/docuSign/proDocDocumentRequest/?formId=597>
- We highly encourage you sign up for an electronic refund, which is a free-service. See link for instructions on setting up your eRefund. <https://www.fgcu.edu/bursar/accountfeepayment/#eRefunds>

Name	UIN	Request Date
Address	City	State
Phone Number	Check Amount & Date	
Reason for Request:	Additional Comments:	
<input type="checkbox"/> Lost Check		
<input type="checkbox"/> Stale Dated		
<input type="checkbox"/> Other		
Signature		

OFFICE USE ONLY BELOW THIS LINE

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