

# STOP PAYMENT REQUEST FORM

Please complete and sign the attached form. The current address field must be filled in and your address updated on the OneTech website in order for a new check to be processed. Please be aware there is a \$35 processing fee for all reissued checks, unless you sign up for direct deposit for all future payments, before this payment is reissued.

- To sign up for direct deposit for **student refunds**, go to the

Onetech website:

<https://onetech.atu.edu/>

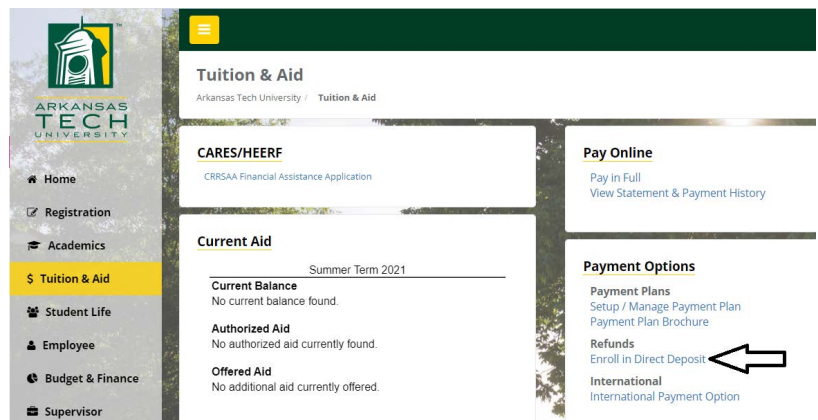
Choose the following:

Tuition & Aid

Payment Options

Refunds

Enroll in Direct Deposit



If you have any questions regarding direct deposit for refunds please contact the Student Account's office.

- To sign up for direct deposit for **payroll**, please contact the Payroll Office to complete the direct deposit process.

Phone: (479) 968-0696



Reset Form

Print

### Stop Payment/Void Check Request Form

Current Mailing Address: \_\_\_\_\_  
Street City State Zip

*\*Address must be current in Banner before check is reissued*

Remit to: Disbursing Mail to Address Above Payroll Student Accounts

Type of Request: Stop Pay & Reissue Void/Do Not Reissue (Attach check)  
Stop Pay-Title IV Return Void & Reissue (Attach check)

Reason for Stop Payment/Void: Check Not Received by Vendor Destroyed  
Lost Stale Dated Other

Explanation if "Other": \_\_\_\_\_

Check Number: \_\_\_\_\_  
(FAIVNDH)

Date of Check: \_\_\_\_\_

Amount of Check: \_\_\_\_\_

T Number: \_\_\_\_\_

Payee Name: \_\_\_\_\_

**If a reissuance is needed and the university does not have possession of the check, the payee must sign the following statement:**

*Please process a stop payment & reissue the above mentioned payment. If the original check is found or delivered to me at a later date, I will return it promptly to the University. Arkansas Tech University reserves the right to charge the payee the cost of the checks & any other costs incurred plus interest in the event that both checks are cashed by the payee. I further acknowledge that I am aware that a **\$35.00 fee** will be applied to this stop payment & reissue, unless I sign up for direct deposit for all future payments before this payment is reissued.*

**Signature of Payee:** \_\_\_\_\_

<b>Controller's Office Use Only</b>	
Charge \$35.00 stop payment fee (sign & date, requester/approver):	Detail Code: F079 _____
Confirmation checkis outstanding (initial & date):	_____
Stop Payment entered at bank (initial & date):	_____
CheckCanceled/Voided inBanner(initial & date):	_____
Check Canceled/Voided in Evisions (initial & date):	_____