

RADFORD UNIVERSITY

Stop Payment and Reissue Check Request

Contact Accounting Services via e-mail at apas-web@radford.edu to verify check status before requesting stop payment. Please include "Stop Payment" in the subject line when emailing. Stop Payment Request forms may also be faxed to Accounting Services at 540-831-7732.

Section 1: Completed by Department

Reason for Request: Never received Lost Destroyed Stolen Incorrect payee address

Payee Information:

Radford ID: Name:
Phone #: E-mail address:
Check Amount: Check Date: Check No:

Initiating Department Information:

Initiating Dept: Initiated By:
Phone #: E-mail Address:
Date:

Replacement Check Delivery Information:

Mail to the address:
 Deliver to:

Comments:

Section 2: Completed by Payee

Payee Certification Statement

I certify that I have not received the RU check noted above and request a stop payment on this instrument. I understand that the check will not be valid after this request is made. I further certify that I will not attempt to negotiate it at a future date, should it come into my possession, and I agree to be liable for any additional charges that result from any attempt by me to negotiate it. I understand that it takes approximately three (3) weeks from submission of this form before a replacement check can be issued.

Payee Signature: _____

Date: _____

Section 3: Completed by Accounting Services

Replacement Check Date: _____

Replacement Check Number: _____

Completed by: _____