



SEARCH & STOP PAYMENT FORM

Treasurer's Office
Student Accounts

Mail Stop 331
2801 W. Bancroft St.
Toledo, OH 43606-3390
Fax: 419.530.5751
treasurer@utoledo.edu

Student Rocket Number R _____ Date _____

Student Name _____

Check Number _____ Amount _____ Check Date _____

*We recommend you allow three weeks from the check date for USPS delivery, before completing this request.
If it has been less than 3 weeks, your refund may still arrive quicker than it can be reissued.*

The check is not in my possession for the following reason:

Never Received _____ Lost _____ Other _____ Was the check endorsed? YES or NO

***To ensure you receive any reissued or future
refunds as quickly as possible, UT recommends
that you sign up for direct deposit!***

Please verify that the correct address and phone number are on your student account in the [myUT portal](#) to ensure you receive your refund timely.

Please note that a refund cannot be generated unless there is a current local or permanent address on your student account.

I understand that a \$20 Search & Stop Payment Fee will be added to my student account, even if this check has been cashed and cannot be reissued.

Signature Date Phone Number

Received by (UT Staff): _____ Date: _____