



# SEARCH & STOP PAYMENT FORM

Treasurer's Office

2801 W. Bancroft St.  
Mail Stop 331  
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

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Received by (UT Staff): \_\_\_\_\_ Date: \_\_\_\_\_