
Check Reissuance Request

The undersigned certifies that he/she is the payee of a check issued by Regis University in the amount of \$ _____ , # _____ (“Check”).

The Check has not been negotiated by, nor endorsed by payee.

The Check, to the best knowledge of the undersigned, has been destroyed, lost, or stolen.

The undersigned requests that Regis University issue a stop payment on the Check, and reissue to him/her a replacement check.

The undersigned agrees not to negotiate the Check and to return it to Regis if it comes into his/her possession or control.

The undersigned also agrees that in the event the Check is negotiated, the undersigned shall reimburse Regis University for the amount of the check.

Reason for reissuance request: Lost Stolen Never Received

Other _____

To expedite your check reissuance request, sign up for Direct Deposit by logging into WebAdvisor (<http://webadvisor.regis.edu>) and clicking on the Students menu and then Direct Deposit (US).

Payee: (Signature) _____ Student ID _____

(Above Name Printed/Typed) _____ Date _____

Current Address _____ City _____ State _____ Zip _____

Office Use Only:

Name on check:

Check Number: Amount: Date Issued:

Reissue information: New Check Number: Reissue Date: