

### 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 signing up. Click 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: \_\_\_\_\_