Office of
STUDENT FINANCIAL SERVICES

STOP PAYMENT/REISSUE REQUEST FORM

By completing this form, you are authorizing Clemson University to place a stop payment on a refund check that was issued to you. Stop payments will be processed after a mailed check has been outstanding for fourteen (14) business days. Forms may only be completed by the individual to whom the refund check was issued. Please allow 10 to 14 business days for the re-issue of your refund check. Reissued checks are posted to your student account and will pay any current and prior semester charges prior to being refunded. ***It is the payee's responsibility to maintain valid direct deposit and permanent home address information.*** Once the form is completed, scan and email the Stop Payment/Reissue Request Form to sfsops-l@lists.clemson.edu. Forms that are not signed will **not** be processed. ***If you receive the missing check after the completion of this form, you can no longer cash/deposit it. It must be destroyed.***

PLEASE COMPLETE AND SIGN FORM

Payee Name: _____

Last *First* *M.I.*

CUID# _____ **Email** _____

***Please provide your current permanent home address for verification purposes.**
Student Financial Services *cannot update* address information.

You must update your mailing address via https://profile.app.clemson.edu.

Permanent Home Address: _____

Street Address *Apartment/Unit #*

_____

City *State* *ZIP Code*

Phone: _____ **Alternate Phone:** _____

REASON FOR REQUEST:

Check Date:		**Check Amount:**	

You can find details of all refunds issued on iROAR under "Student Billing".

Check not Received after 14 days		**Check Damaged/Completely Destroyed**	
Check lost or stolen		**Check has Expired/Stale Dated**	

REISSUE MY REFUND TO ME BY:

Direct Deposit: ☐ **Mail:** ☐
**Not an option for Parent PLUS refunds

Direct deposit is the preferred method of refunds and is the quickest and safest way to receive your refund.
To enroll in eRefund log into your iROAR account and do the following:
- ***Select the "Student Billing" tab, Click the "My Bill" button***

Direct Deposit is not an option for Parent Plus refund checks if mailed to the parent.

Payee Signature: _____ **Date:** _____

Submit the completed via email:
Scan and Email: sfsops-l@lists.clemson.edu

FOR STUDENT FINANCIAL SERVICES OFFICE USE ONLY

Check Date:	**Check Amount:**	**Check Number:**
Title IV:	**Stop Pay Processed:**	**Date:**

Clemson University Student Financial Services
*Email: studentbillquestions@clemson.edu * Phone: 864-656-5592*

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