



Check No.

# Check Void/Reissue Form

(Check One) Void Request\_

Check Reissue Request

<b>Requestor/Payee:</b>			
<b>Check Date:</b>		<b>Check Amount:</b>	
<b>REASON FOR VOID:</b>			
<b>Requestor's Signature:</b>			<b>Date:</b>

If this is a request to reissue the check, please complete the following sections:

I hereby declare that I am legal owner or custodian of the above-referenced Texas Southern University check. I have not received the proceeds from the check and understand that if I find the original check, I cannot cash it but must return it to Texas Southern University's Treasurer's Office.

<b>Signature:</b>		<b>Date:</b>	
<b>Social Security Number: or Federal Tax ID</b>			

I am requesting that the above check be reissued for the following reason:

- CHECK NEEDED  Lost/Stolen  Incorrect Amt.  Incorrect Address  Stale Dated
- ADDRESS OF WHERE THE CHECK SHOULD BE MAILED  OR HOLD FOR PICK UP
- incorrect payment amount  PAYMENT WENT TO INACTIVE E-CARD

<b>Current Address:</b>					
<b>CITY</b>		<b>TX</b>		<b>Zip</b>	

### FOR TEXAS SOUTHERN UNIVERSITY'S USE ONLY

<b>Date of Stop Payment:</b>		<b>Date Stop Payment Confirmed:</b> (Attach Bank Confirmation)	
<b>Voided Check Attached (Circle One):</b>	<b>YES</b>		<b>NO</b>
<b>Replacement Check No.:</b>		<b>Date:</b>	<b>Amount:</b>
<b>Treasury Dept:</b>			<b>Date:</b>
<b>A/P Dept:</b>		<b>Date:</b>	<b>S or I Document#</b>