



**Treasury Department**  
 Maricopa Community Colleges  
 2411 West 14th Street  
 Tempe, Arizona 85281

# Stop Payment Request

By completing this form, you are authorizing Maricopa County Community College District to void and/or place a stop payment on the MSRP refund check that was issued to you. Requests for stop payments will be processed after a mailed check has been missing for fourteen (14) business days from the date of issuance. **It may take up to three (3) business days to reissue your refund once the stop payment is initiated.**

Last Name	First Name	MI	Student ID #	
Street Address		City	State	Zip
	\$			
Check Date	Check Amount	Check #	Phone Number	

Type of Request:

- Void Check - \$10.00 fee
- Stop Payment - \$25.00 fee
- Stop and Reissue - \$25.00 fee

Reason for request:

- Check was not received
- Check was mailed to the wrong address
- Check was lost
- Check was issued in error
- Decline refund
- Other \_\_\_\_\_

I understand by signing the stop payment request form, the check is no longer negotiable. I understand that in the event that I receive or find the above check, I am responsible for returning the check to my college Cashiers Office.

If I cash or deposit the check listed above, I understand that I will be responsible for any balance created and fees. I understand that this balance will prevent services including, but not limited to future registration, the release of transcripts, and graduation. If I fail to make payment when due, I understand that I may be subject to collection activity, including litigation, for the entire amount owed plus collection costs.

Signature	Today's Date
College Requestor	Date
College	Term