

# Stop Payment Request

Please complete, sign, and return this form to the **OFFICE OF THE UNIVERSITY BURSAR**

**Email:** bursar@osu.edu

**Fax:** 614-292-1106

**Mailing Address:** Office of the University Bursar, The Ohio State University  
PO Box 183248, Columbus OH 43218

To submit a form in person, visit the front desk in Buckeye Link, located on the 1<sup>st</sup> Floor  
in the Student Academic Services Building at 281 W. Lane Avenue

**Stop Payment Requests are accepted 10 business days after check issue date.** Forms are processed within 3-5 business days and any refunds due will generally be received 10-14 business days after processing.

To prevent refund delays, **please sign up for direct deposit** through your My Buckeye Link account.

**THIS FORM MUST BE COMPLETED AND SUBMITTED BY THE STUDENT AND, IF EMAILED, SENT FROM THE STUDENT'S OSU EMAIL ADDRESS.**

---

**Student Name:** *(Required)* \_\_\_\_\_

**Student Email Address:** *(Required)* \_\_\_\_\_

**OSU Student ID #:** *(Required)* \_\_\_\_\_

**Student Phone Number:** *(Required)* \_\_\_\_\_

**Check Amount** *(Required)* \_\_\_\_\_

**REASON FOR STOP PAYMENT REQUEST (PLEASE SELECT):**

**Check Lost or Destroyed**       **Incorrect Address**       **Other:** \_\_\_\_\_

**STUDENT SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**If you receive the above check after submitting this Stop Payment Request, DO NOT CASH IT.**  
Please contact 614-292-1056 to confirm the check is still eligible to be cashed.

---

**FOR FURTHER INFORMATION ABOUT REFUNDS AND  
TO SIGN UP FOR DIRECT DEPOSIT**

Visit <https://go.osu.edu/refunds>

