

# Stop Payment Request

## Parent PLUS Loan Refund

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 1st 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  
10-15 business days and any refunds due will generally be received 10-14 business days after processing.

**THIS FORM MUST BE COMPLETED AND SUBMITTED  
BY THE PARENT PLUS LOAN BORROWER**

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**Parent (Borrower) Name:** *(Required)* \_\_\_\_\_

**Parent (Borrower) Mailing Address:** *(Required)* \_\_\_\_\_

**Parent (Borrower) Phone:** *(Required)* \_\_\_\_\_

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

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

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

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

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

**BORROWER 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.

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**FOR FURTHER INFORMATION ABOUT REFUNDS**

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