



# STOP PAYMENT /REISSUE REQUEST FORM

By completing this form, you are authorizing the University Of South Carolina 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 ten (10) business days. Forms may only be completed by the individual to whom the refund check was issued. Please allow 7 to 10 business days for the re-issue of your refund check and there may be a \$30.00 processing fee for all reissued checks. 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 mailing address information.** Once the form is completed, you may fax, scan and email, or hand deliver the Stop Payment/Reissue Request Form to the Bursar's Office. Forms that are not signed will not be processed.

### PLEASE COMPLETE AND SIGN FORM

Payee Name: \_\_\_\_\_  
Last First M.I.

USC ID#  USC Email

\*Please provide your current mailing address for verification purposes. The Bursar's Office cannot update address information.

**You must update your mailing address on Self-Service Carolina.**

Mailing 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 SSC under "Account Information".*

Check not Received after 10 days  Check Damaged/Completely Destroyed   
Check lost or stolen  Check has Expired/Stale Dated

### REISSUE MY REFUND TO ME BY:

Direct Deposit:  Mail:  Apply to Future term balance:

*Direct deposit is the preferred method of refunds and is the quickest and safest way to receive your refund. You can sign up for direct deposit (eRefund) through Self Service Carolina.*

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

Payee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Submit the completed form through one of the following options:

Scan and Email: [ARREPORT@mailbox.sc.edu](mailto:ARREPORT@mailbox.sc.edu) Fax: (803) 777-7953

In person/Mail: Bursar's Office, University of South Carolina, 1244 Blossom St. Room 128, Columbia, SC 29208

### FOR BURSAR'S OFFICE USE ONLY

Check Date:	Check Amount:	Check Number:
Fee Assessed:	Title IV:	Completed by: _____ Date: _____

University of South Carolina Bursar's Office  
Email: [bursar@mailbox.sc.edu](mailto:bursar@mailbox.sc.edu) \* Phone: 803-777-4233 \* Fax: 803-777-7953