

STOP PAYMENT REQUEST

****This request is for Student Refunds Only****

Name _____
Last First MI CUID

Phone Number () _____ Amt of Refund \$ _____

Stop Payment Terms and Conditions

The University Disbursement Office mandates that stop payments cannot be processed until the original check is two weeks old from the date of issue. Once Stop Payment requests are received, they are processed on Tuesdays.

If you should receive the refund check, you are required to contact Student Financial Services (864.656.5592) to verify that the stop payment request has not been processed before cashing the refund check. Clemson University is not responsible for any fees you may incur from your financial institution if you fail to follow these guidelines.

Direct Deposit is the preferred method of refunds for Clemson University. If you do not sign up for direct deposit, your refund check will be mailed to the home address the week after this request is received and processed.

Signature (REQUIRED) _____ Date _____

OPTIONS FOR SUBMITTING FORM

**Mail: Student Financial Services, G-08 Sikes Hall, Box 345307, Clemson, SC 29634
Attn: Operations**

Scan and Email: SFSOPS-L@clemson.edu

Fax: 864.656.4374

OFFICE USE ONLY

CHECK: Date _____ Number _____ Amount _____

Date _____ Number _____ Amount _____

Request: Received _____ Processed _____ Processed by _____

New Refund Will be Issued: _____
Date