

NORTHWESTERN STATE UNIVERSITY OF LOUISIANA

VOID/STOP PAYMENT REQUEST

Check One: ___ Lost/Stolen: Original check not available.
 ___ Void: Check incorrect or not needed and original check is not available.
 ___ Stale Date: If check is over 3 months old and original check is not available.

Stop Payment Instructions:

Complete the void/stop payment request form. Submit the completed form to Business Affairs – Accounting & Reporting via email, acctreporting@nsula.edu, or mail. Your request will be used to process a stop payment with Bank of Montgomery and a cancellation in Banner.

Check Number: _____ Amount of Check: _____ Date of Check: _____

Payee: _____

Reason: _____

Re-issue: ___ Yes ___ No

Re-establish: ___ Yes ___ No

Requested By: _____ Date: _____

For Business Affairs Use Only

Stop Pay Issued By: _____ Date: _____ Confirmation # _____

Cancelled in Banner By: _____ Date: _____

Banner Invoice Reissue #: (If Applicable) _____