

Lost Check

Stop Payment & Check Replacement

Both a **Stop Payment Form** and a **Check Replacement Form** must be completed and emailed to asifs@cpp.edu to reissue and replace a check that may have been lost, never received, or has a misspelled name/address.

How to

Filling in the Stop Payment Form

1. The Account name (club/organization name) and the account number of payer.
2. Check Number, Date Issued, Amount and Payee information can be found on the check.
If this information cannot be obtained, Financial Services can assist you.
3. Reason for stopping check payment.
4. Name and Signature should be provided by the payee.



ASSOCIATED STUDENTS, INC.
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
3801 West Temple Avenue Bldg 35
Pomona, CA 91768
Phone: (909) 869-2800
Fax: (909) 869-6858

STOP PAYMENT FORM REQUEST

1

Name of Group/Club Sample Form Society **Account #:** 3S0123

2

Check Number: 012345 **Date Issued:** 09/30/2020 **Amount:** \$100

3

Payee: Jeff Kappa

Reason for stop payment request: Check not recieved

Name (print): Jeff Kappa

4

Signature: Jeff Kappa **Date:** 10/31/2020

FINANCIAL SERVICES USE ONLY

Stop Date: _____ **Processed by:** _____

Approved: _____ **Date:** _____

Filling in the Check Replacement Form

1. Check Number, Amount, and who it is payable to are found on the check. If this information cannot be obtained, Financial Services can assist you.
2. Check one of the options or provide an explanation for a replacement check.
3. Provide the name, address and contact information of the individual receiving the new check.
4. State your relationship to the payee if you are not the payee.



ASI Cal Poly
Pomona

ASI
REQUEST FOR REPLACEMENT CHECK

1 I (We) certify that the check number # 0000001, in the amount of
\$ 100 payable to Bob Butler has been:

(Check One)

- ☐ Lost
☐ Stolen
☐ Destroyed
☐ Other (Describe below)

2

Note: Replacement Check will be reissued upon verification of Signature on file

Bob Butler

Name of Individual or Organization Officer

3

1234 S. Temple St.

Address

Pomona

CA

91738

City

State

Zip Code

(626)123-4567

Phone Number

Bob Butler

10/20/2020

Signature

Date