# 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 60 days 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). 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

Approved By: _____
                                                    Date