

**Request Form – Reissue Refund**

**Date:** **Reason for Request:** Check not received

 **ID#:**  Lost Check

**First Name:** **Last Name:**

**Payee Name (If not student):**

**Current Address:**

**Are you currently enrolled in direct deposit for refunds?** Yes No

*If no, we strongly encourage you to sign up for direct deposit to expedite your refund. You can enroll through your Workday account. Simply click on the Finances worklet and click the Make Payments, Payment Plans, E-Refunds link. You will complete the enrollment process in the Nelnet site. All refunds will be processed by our third-party vendor, Nelnet.*

**Check Amount:** $

**By signing this document, I acknowledge that I have not received the above-mentioned check and requesting the refund to be reissued. I also acknowledge it will take approximately 4 weeks processing time.**

Signature

**Bursar Use Only**

**Nelnet/Workday Verification**: *Check not cashed as of* *Cashed on*

|  |  |
| --- | --- |
| **Check #** |  |
| **Check Print Date** |  |
| **Check Amount** | $ |
| **Semester** |  |
| **Refund Type** | *Ex. Cash, Credit, Pell, Unsub/Sub Loan, etc.* |

Date Stop Payment Placed Check Void Date *(If applicable)*

Date Check Reissued 4/26/23