

INDIANA UNIVERSITY  
CHECK RETURN FORM  
COVER PAGE

Page 1 of 2

To request the cancel or reissue of a check you have in your possession use the [Stop Payment WorkFlow](#). Using WorkFlow will record your request electronically. Please follow the instructions within the edoc.

This form is only for returning undeliverable, previously stopped, and checks that have recently dropped off stale remain undeliverable.

You do not need to include this cover page with your returned check.

INDIANA UNIVERSITY  
CHECK RETURN FORM

This form is for use when you have the original IU check. Please print this form and mail with the check.

√ Hold/Archive (unable to locate the payee, check already stopped and/or stale and undeliverable)

To request a cancel or reissue on a returned check use the [Stop Payment WorkFlow](#). Using WorkFlow will record you request outside of this paper form. There are instructions within the form.

Previous Edoc No: \_\_\_\_\_

Do not create a new WorkFlow for a check that has already been stopped. Reference the old WorkFlow number. ([help](#))

Check No: \_\_\_\_\_

Check Date: \_\_\_\_\_

Payable to: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Reason for return: \_\_\_\_\_

Returned by-printed: \_\_\_\_\_

Returned by-signature: \_\_\_\_\_

Department \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

If the check has already been stopped or is stale void by removing the MICR line **⑆ 251481614⑆ 1234567890⑈ 0101**

Indiana University Financial Management Services Customer Service, Poplars 527 400 E 7th St Bloomington, IN 47405-3085 <a href="http://fms.indiana.edu">fms.indiana.edu</a>	IUPUI campus locations may send checks to: IUPUI Office of Financial Services LV 1173 Indianapolis IN 46202-1393 <a href="mailto:ofshelp@iupui.edu">ofshelp@iupui.edu</a>
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Stale=6 months old