

**RICHLAND COLLEGE
STUDENT REQUEST TO STOP PAYMENT OF CHECK**

I have not received the check mailed to me by DCCCD. I am requesting that a Stop Payment be put on the check and another check reissued.

I understand that if I later receive the original check and attempt to cash it, I accept full responsibility of any fees or charges plus the amount of the check. I realize that cashing this check constitutes fraud and is a criminal act which I can be prosecuted for.

If I later receive the original check, I will return it to the Richland College Business Office in Thunderduck Hall (T140) located at 12800 Abrams Rd, Dallas, TX 75243. Phone: 972-238-6326

NAME: _____

SS OR ID NO: _____

PHONE NO: _____

CHECK AMOUNT: _____

SEMESTER: _____

SIGNATURE OF
STUDENT: _____

DATE: _____

FOR BUSINESS OFFICE USE ONLY

CHECK NO: _____

DATE OF CHECK: _____

CHECK AMOUNT: _____

EMPLOYEE TAKING
INFORMATION: _____

PHONE EXTENSION: _____