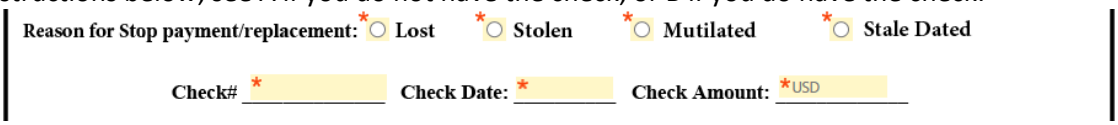
Stop Payment/Replacement Check Request- Online Form Instructions

Incomplete form(s) will delay the stop payment/replacement check process

When completing the Stop Payment/Replacement Check Form, section "**Reason for Stop Payment/replacement"**, follow instructions below; see A if you do not have the check, or B if you do have the check:



A. If you ***do not have*** the original refund check in your possession, the check is considered **lost** or **stolen:**

1. For **lost** or **stolen** refund checks: you may skip the Check Number field. You will need to locate the check date and the check amount from your account activity in GET to complete the Check Date and Check Amount fields. **See instructions below for locating this information on GET.**

2. If you find/receive the original refund check **after** you submitted a stop payment replacement form, **do not cash/deposit the original check. Please return the original check to One-Stop Financial Services Building, room 2380.**

B. If you ***have*** the original refund check in your possession, and the check is ***stale dated*** (expired) or ***mutilated*** (damaged):

1. You will need to fill in the Check#, Check Date and Check Amount fields when completing the form. **See instructions below for locating this information on GET.**

2. **Please return the original refund check to One-Stop Financial Services Building, room 2380.**

To locate Check Date and Check Amount on GET:

1. Log in to MyCalStateLA
2. Select GET from the Quick Launch menu
3. Select Student Center from your GET Student Homepage
4. Select Account Inquiry (located under Finances- My Account)
5. Select Activity, then view by date range and/or term
6. The Posted Date and Refund columns will display the Check Date and Check Amount details

