

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 voided¹ check to:

Indiana University
Financial Management Services
Customer Service, Poplars 527
400 E 7th St
Bloomington, IN 47405-3085

Please:

Hold (unable to locate the payee)

Reissue² (damaged)

Cancel (payment not due)

I have:

not submitted the appropriate cash control form (No stop payment needed)

filled out the appropriate cash control form (The original check was returned later)

Check No: _____

Check Date: _____

Payable to: _____

Amount: \$ _____

Reason for request: _____

New Reissue Address: _____

Account Number and object code _____

Requested by: _____

Department _____

Phone: _____

Email: _____

Date: _____

Please send an email to Cash Control (bankrecs@indiana.edu) with the check number and any questions.

¹ Remove the bottom bank information strip

² A reissued check prints with the same (incorrect) address. You may mail a returned check to correct address without reissuing.