

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)

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