



TEXAS TECH UNIVERSITY

Student Business Services™

STOP PAY REQUEST

By directing Student Business Services to stop payment of the check indicated on this form, I agree to hold Texas Tech University harmless against any and all loss, claims, damages, and costs, including court costs and attorney's fees, that may result from stopped payment of the check if it is presented for payment prior to my withdrawal of these instructions.

I also understand that Student Business Services reserves the right to take any necessary action to collect the check indicated on this form in the event that the check has already been presented for payment. This includes cancellation of my enrollment, collection through and/or by a contracted collection agency, including the addition of collection and/or legal costs, a hold being placed on receiving my grades and/or transcripts, a hold being placed on future registrations at Texas Tech, and denial of credit for coursework completed for any term that results in an unpaid balance resulting from this action.

Student Name _____ Student ID _____

Student Refund ___ Parent Refund ___

Reason for stop pay: _____

Check number: _____

Date of issue: _____

Amount: \$ _____

Please reissue as: ___ Check ___ Direct Deposit (student refunds only)

To set up direct deposit, go to the MyTech tab in Raiderlink (www.raiderlink.ttu.edu), click on the My Direct Deposit link and add or update your banking information.

Mailing address for refunds reissued as check:

Street: _____

City, State, Zip: _____

Signature: _____

Date: _____

Completed forms may also be submitted by fax to (806) 742-5910, by mail to SBS, BOX 41099, Lubbock, TX, 79409, or be dropped off in the Student Financial Center in room 301 of West Hall.