

Please note:

Check replacement requests will be accepted ten (10) business after original check issuance date to allow for delays in delivery. Under certain circumstances a \$30.<sup>00</sup> replacement fee may be assessed and if so deducted from the replacement check. This replacement fee may be waived if the student signs up for erefund.

[www.fitchburgstate.edu/erefunds](http://www.fitchburgstate.edu/erefunds)

**PAYEE INFORMATION**

Name on Previously Issued Check: \_\_\_\_\_

ID Number (if applicable): \_\_\_\_\_

Check number & amount (if known): \_\_\_\_\_ \$ \_\_\_\_\_

Issue date (if known): \_\_\_\_\_

Reason for replacement: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Student Account office strongly encourages all student to enroll in eRefund.  
To read more about this go (where the policy will be)