

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:

Reason for Stop payment/replacement: * Lost * Stolen * Mutilated * Stale Dated

Check# * Check Date: * Check Amount: *USD

- 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

Favorites > Main Menu > Student Homepage > Student Center > Account Inquiry

Eagle Student

Account Inquiry | Account Services

Summary | **Activity** | Charges Due | Payments

Account Activity

View by

From 04/03/2023 To 10/03/2023 All Terms go

Posted Date	Item	Term	Charge	Payment	Refund
08/12/2023	CAL GRANT B-STP	Fall Semester 2023		824.00	
08/12/2023	CAL GRANT B-T/F	Fall Semester 2023		2,871.00	
08/12/2023	FA Disbursement	Fall Semester 2023			3,509.88
08/12/2023	PELL GRANT FWNSP ONLY	Fall Semester 2023		3,223.00	
08/04/2023	Assoc Student Body Fall	Fall Semester 2023	26.88		
08/04/2023	Athletics Fee Fall	Fall Semester 2023	32.97		
08/04/2023	Health Facilities Fall	Fall Semester 2023	3.00		
08/04/2023	IRA Fall	Fall Semester 2023	30.00		
08/04/2023	Stdnt Involvement Rep Fee Fall	Fall Semester 2023	2.00	OPT OUT	
08/04/2023	Stud Hlth Svcs Fall	Fall Semester 2023	156.05		

Currency used is US Dollar.