

Parent Plus Loan Duplicate Check Request

Please contact us to confirm approval of duplicate check request
at refunds@tamu.edu.

Date Requested: _____ Name of Student: _____

Student UIN: _____ Phone Number: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Reason for Request: _____

Amount of Check: \$ _____ Redeposit: ☐, specify term: _____ OR Mail: ☐ OR Pick-up: ☐

Requested by: _____

I am the owner of the check listed above and have not received the issued original check. I will not cash the original check if it is received at a later date. Cashing or depositing an original check when a duplicate check has been issued may result in criminal fraud charges being filed against the perpetrator.

Signature – Owner of check

Date

-Duplicate check will not be issued without a signature

FOR SBS OFFICE USE ONLY

Disbursement Date: ____/____/____

If any of the following are applicable, note TGACOMC proceeding with approval process

- ☐ It has been less than 10 working days since the refund posted
- ☐ Already re-mailed on ____/____/____ per TGACOMC
- ☐ Re-applied to student account on ____/____/____
- ☐ Confirmation from FMO that the original check has not been redeemed

FAMIS Voucher Number: _____ Check Number: _____ Date of Check ____/____/____

Check cannot be re-issued if any of the following are applicable -note TGACOMC

- ☐ Recon field in FAMIS show “Y” per screen 169
- ☐ State hold in FAMIS per screen 171, today’s date - ____/____/____
- ☐ Already redeemed on ____/____/____

Verification completed by:

Employee Name

Date

☐ Approved OR ☐ Denied

CHECK RECEIVED: _____

Customer Signature

Date

Revised 9/22/2022