WASHTENAW COMMUNITY COLLEGE
Claim Non-receipt of Check or Direct Deposit and Affidavit

CLAIM

Washtenaw Community College will not process claims until a minimum of 13 days after date on the check or a minimum of 2 business days after date of direct deposit. Please call Student Accounts Receivable, 734-973-3640 before you complete and submit this claim.

Student Name: ___________________________________________ Phone No.: ______________________________________

WCC I.D. No.: @______________________ or S.S. No.:________________________

Address: Street: __________________________________________________

City:______________________State:_________Zip:____________________

CHECK or Direct Deposit

Amount: $____________________             Date: ________________________

Internal Use Only: Check or Direct Deposit No. __________________

Transaction Date: _____________ Amount $_____________________

CLAIM INFORMATION

Basis for Claim: ☐ Payee Claims Non-Receipt of Funds

☐ Forged Signature

☐ Lost Check

Claim Details/Comments  _________________________________________________________________

(To be completed by the student)

AFFIDAVIT

The undersigned states and agrees:

☐ That the Claim information set forth above is true and correct to the best of my knowledge and belief.

☐ That this Affidavit is to initiate a stop payment on above referenced Check and claim for reimbursement of a check (hereinafter “the Check”).

☐ That the undersigned agrees NOT to cash the above referenced check if it is delivered or found.

☐ That the undersigned has not received any direct or indirect proceeds, benefits, or value of any kind from the Check or Direct Deposit.

NOTE: Check investigations are processed on Wednesday. Requests will NOT be processed on days that the bank is not open or after 2:30 p.m.

_______________________________________________  ______________________________________

Student Signature      Date

Please return form to: Washtenaw Community College, Attn: Student Accounting, P.O. Box 1610, Ann Arbor, MI 48106-1610
Or Fax to: 734-677-5272
Or turn in at the Cashier’s Office, 2nd Floor Student Center Bldg.