



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: _____

<p>Internal Use Only: Check or Direct Deposit No. _____</p> <p>Transaction Date: _____ Amount \$ _____</p>

CLAIM INFORMATION

Basis for Claim:
 (Check all applicable boxes)

- 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.