



Parent Plus Loan Duplicate Check Request

Please contact customer service to confirm approval of duplicate check request
at sbs@tamu.edu or 979.847.3337 or GSC, Suite 2801

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