



### Parent Plus Loan Duplicate Check Request

Please contact us to confirm approval of duplicate check request at [loans@tamu.edu](mailto:loans@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

Revised 9/22/2022