



**GRADUATE STUDENT
STOP PAYMENT & CHANGE OF ACCOUNT FORM
FOR SCHOLARSHIPS ONLY**

This form is to be used to:

1. Stop payment from one or more accounts from which a student is currently being paid
2. Change an account(s) from which a graduate student is being paid

Note: This form is not to be used for changes to amounts. If you're also changing the amount along with the account, use a payment form instead of this form.

STUDENT INFORMATION

Person ID: _____

Academic Plan (Program): _____

First Name: _____

Surname: _____

TERMINATION OF PAYMENT FROM SPECIFIC ACCOUNT(S)

Reason for Stop Payment: _____

Cancel payments from the following account(s):

Chartfield String	Fund	Account	Department	Program Code	PC Business Unit	Project
Chartfield String #1						
Chartfield String #2						
Chartfield String #3						

Cancel payment effective: Year: _____ Month: _____ Day: _____

Authorization: _____ Date: _____

Research Services: _____ Date: _____

CHANGE OF ACCOUNT NUMBER

Change	Chartfield String	Fund	Account	Department	Program Code	PC Business Unit	Project
From	Chartfield String #1						
To	Chartfield String #2						

Change	Chartfield String	Fund	Account	Department	Program Code	PC Business Unit	Project
From	Chartfield String #1						
To	Chartfield String #2						

Change effective date: Year: _____ Month: _____ Day: _____

Authorization: _____ Date: _____

Research Services: _____ Date: _____

Obtain required signatures and forward completed form to: School of Graduate Studies – GH - 212