

Lost Check Affidavit

Direction: Please complete a Lost Check Affidavit form for each refund in question and submit to the appropriate office for processing. You will be notified by your **VCCS E-mail** account on the results for each request.

Student Section:

Campus: _____ Refund Type: _____ Amount: \$ _____ SIS Refund Date: _____

Name: _____ EMPL ID: _____ Semester: _____
Term | Year

Street Address: _____ City: _____ State: _____ Zip: _____

To the best of my knowledge, my refund check has not been presented for payment and is not in my possession. If my check is received or found after signing this document, I will not present for payment, but forward it to the Financial Aid Office (*financial aid related check only*), or the Campus Business Office, or the Veterans Affairs Office to be voided.

I have verified that my SIS account has my current mailing address and phone number.

Signature: _____ Contact Number: _____ Date: _____

Witness Signature: _____ Date: _____

(Please Check One for Type of Witness) Business Office Financial Aid Veteran Affairs

Comments: _____

Financial Services Use Only

Original Check Information

Replacement Information

Check Date: _____ Reissue Date: _____

Check Number: _____ Refund Payment Type: Check Direct Deposit Prepaid Card

Amount: \$ _____ Amount: \$ _____

Comments: _____

Print Name: _____ Signature: _____

Business Office
Chesapeake Campus
1428 Cedar Road
Chesapeake, VA 23322
757-822-5110
Fax:757-822-5111

Business Office
Norfolk Campus
300 Granby Street
Norfolk, VA 23510
757-822-1240
Fax:757-822-1244

Business Office
Portsmouth Campus
120 Campus Drive
Portsmouth, VA 23701
757-822-2425
Fax: 757-822-2111

Business Office
Virginia Beach Campus
1700 College Crescent
Virginia Beach, VA 23456
757-822-7115
Fax:757-427-0338

Financial Aid – 757-822-1688
Chesapeake: George B. Pass Bldg./Rm CT-1
Norfolk: Andrews Bldg./Rm 1120
Portsmouth: Bldg. A/Rm A 152
Virginia Beach: Kempsville Bldg./Rm D110

Center for Veterans and Military Education (**CVME**)
Chesapeake: George B. Pass Bldg. – 822-5144
Norfolk : Walker Bldg. – 822-1207
Portsmouth: Bldg. A - 822-2197
Virginia Beach: Kempsville Building D – 822-7758

Distribution: *Original* – Campus Business Office/Financial Aid, *Copy* – Student, *Electronic Copy* – Student Financial Services