

Finance Office

Middle Tennessee State University
Murfreesboro, Tennessee 37132
(615) 898-2540

If you wish to have the check described below reissued, please complete the bottom portion of this form, have it notarized by a notary public and return to:

**MIDDLE TENNESSEE STATE UNIVERSITY
Room 108, Cope Administration Building
Murfreesboro, TN 37132**

Your check will be reissued as soon as we receive this information.

To Whom It May Concern:

This is to certify that I did not cash nor receive any of the proceeds from the check identified below. Further, I did not authorize anyone else to cash this check for me.

Check # _____

Check Date _____

Payee _____

Amount _____

Other Information _____

Printed Name

Street Address

Signature

City, State, Zip

Date

Subscribed and sworn before me,
This _____ day of _____,
19____.

Notary Public

My commission expires _____.