

VSCC STOP PAYMENT FORM

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

Volunteer State Community College
Business Office - Donna Davis
1480 Nashville Pike
Gallatin, Tennessee 37066

Your check will be reissued as soon as possible.

To Whom It May Concern: _____ **Date** _____

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

Check Number _____ **Check Date** _____

Payable To: _____

Amount: _____

Vendor Number: _____

Other Information _____

*****Signature must be witnessed by a Notary Public*****

Printed Name _____ **Signature** _____

Address: _____

City, State, Zip Code _____

Subscribed and sworn before me this _____ day of _____, 20____

Notary Public _____

My commission expires _____