MONTGOMERY COLLEGE
OFFICE OF BUSINESS SERVICES

REQUEST FOR ISSUANCE OF REPLACEMENT STUDENT CHECK

INSTRUCTIONS
- You must wait at least 10 business days from the original check date to file a replacement request
- The form must be filled out completely to be processed.
- Submit your completed form via email to: **CheckReissue@montgomerycollege.edu**
- Please allow up to 5 business days for review of this form. *(Forms are handled as soon as possible and, in the order, received; however, due to high volume, the review process may take up to five business days.)*
- **The fastest way for you to get your refund is to sign up for Electronic Refund using MyMC. See page 2 for instructions**

DATE: _____ / _____ / _____

TO: Montgomery College, Office of Business Services
9221 Corporate Boulevard
Rockville, Maryland 20850

(PLEASE PRINT ALL INFORMATION IN BLOCK CAPITALS)

NAME: _____   **Check this box if this is a new address:** ☐

ADDRESS:

_____   **M #:** _____

_____   **PHONE #:** _____

_____   **TERM:** _____

I certify that I have reviewed my MyMC account activity page and that I have not received a student refund check in the amount of $_____ issued by Montgomery College on _____.   I   request   that Montgomery College place a stop payment on the check issued on _____ and issue me a replacement check.

In requesting Montgomery College to issue this replacement check, I agree to hold Montgomery College harmless for losses, costs and expenses in the event that the check previously issued was presented for payment anywhere by me or anyone else, and bearing my personal endorsement, with or without recourse.

I further agree that if I do find or receive check previously sent to me, **I will not cash or deposit it.** I will return it immediately to Montgomery College, Office of Business Services, 9221 Corporate Boulevard, Rockville, MD 20850.

_____   _____
Signature   Date

DO NOT WRITE BELOW THIS LINE. FOR OFFICE OF BUSINESS SERVICES USE ONLY.

Submitted to OBS by: _____   Date: _____
(PRINT NAME & PHONE #)

Stop payment placed on _____/_____/_____   Trace #: _____   By: _____

Posted to student account on _____/_____/_____   By: _____

Updated January 2026

Get Your Money Faster! Sign Up for MC E-Refunds Today

https://www.montgomerycollege.edu/paying-for-college/payments/tuition-refunds.html#e-refund

Dear Montgomery College Student,

Stop waiting for checks in the mail. Sign up for e-refund (direct deposit) today to receive your financial aid disbursements and tuition refunds directly and securely into your bank account. This is the fastest and most convenient way to access your funds.

Benefits of E-Refunds

Benefit	Check	E-Refund
Speed	2+ weeks via mail	**2–3 business days**
Convenience	Trips to the bank/ATM, mobile scanning, or cashing checks required	**Automatic deposit**
Security	Risk of loss/theft	**Secure electronic transfer**

How to Sign Up
Setting up your e-refund is easy and only takes a few minutes:
1. **Log in** to your **MyMC** account.
2. Click on **Pay My Bill**.
3. Click on **eRefund** in the top menu.
4. Click the **Set Up Account** button and enter your bank's routing and account numbers.

Important Note: The initial account verification can take up to **14 working days**. Please sign up now to ensure your account is ready before refunds are processed. If your account isn't verified in time, a check will be mailed to your address on file.

See the **Electronic Refund Instructions** (PDF, 🔴) for more information.

For questions regarding the eRefund process please contact the Accounts Receivable Office at acctrec@montgomerycollege.edu.