



CHEQUE FORWARDING REQUEST FORM for Vancouver Campus Students

Surname

UBC Student Number

Given Name

Middle Initial (s)

NOTE: Copies of Photo ID are required with this form

ABOUT CHEQUE FORWARDING

- Cheques can only be forwarded to your current address on the Student Service Centre. All cheques are sent by regular mail via Canada Post.
- UBC cannot forward cheques for UBC loans, UBC advances, or cheques from Payroll.
- You will not be notified when a cheque has been forwarded to you. You will know that a cheque has issued for you by the "Award Refund" line on your Student Services Centre Financial Summary.
- UBC is not responsible for lost or misdirected mail and additional costs may be charged to the student if a replacement cheque needs to be issued.

INSTRUCTIONS

- Complete this form.
- **Attach copies of 2 pieces of government or UBC issued identification:** i.e. UBC Student Card; Passport; Driver's Licence; Provincial ID; SIN Card; Care Card.
- Ensure that the name on your ID matches your name on the Student Service Centre.
- Submit this form (and ID copies) to Enrolment Services by email (financial.support@askme.ubc.ca), fax (**604.822.9858**), or mail (see address above).

FORWARDING REQUEST

1. Cheque Forwarding Request Period (not longer than 12 months)

Start _____ End _____ (valid until last day of chosen month)
Date (DD/MM/YY) Date (DD/MM/YY)

2. Reason you are not able to pick up your cheque

Student Exchange Graduate Research Co-op Term Other _____

We will mail your cheque(s) to the current address listed on the Student Service Centre (<http://ssc.adm.ubc.ca>). Please ensure that this address is correct.

AUTHORIZATION

I, _____ (printed full name of student), hereby request that the University of British Columbia forward my cheques to the address listed on my student account.