

How to Replace a Lost Refund Check

Students should follow these steps to request a replacement check.

1. Complete the replacement check [Affidavit](#) form.
2. **Sign** and have form **notarized**.

The form is titled "New Mexico State University University Accounts Receivable Affidavit". It includes a routing box with contact information for the University Accounts Receivable (UAR) office. The form contains several blank lines for the student to fill in their state, county, name, Aggie ID, and address. It also has a section for the student's signature and a section for the notary public's signature and commission expiration date.

New Mexico State University
University Accounts Receivable
Affidavit

ROUTING
UAR, MSC 4570
uar@nmsu.edu
Phone 505-681-1111
Fax 505-681-7773

STATE OF NEW MEXICO
COUNTY OF _____

I, _____, whose Aggie ID is _____ and whose present address is _____ being first duly sworn, disposes and says that he/she requests a duplicate warrant be issued to him/her to replace check # _____ dated _____ in the amount of \$ _____. That said check has been lost, stolen or destroyed. That he/she hereby promises to hold New Mexico State University harmless if any loss occurs through the issuance to him/her of the duplicated check. That he/she will repay to New Mexico State University any sum which may be paid by New Mexico State University on the account of said check.

Signature of Student

Sworn and subscribed before me this _____ day of _____, 20____ at _____.

Notary Public

Commission Expires: _____

3. Deliver the form to the University Accounts Receivable office.

The process takes a minimum of 5 days for a replacement check.

For more information visit our [Replacement Checks](#) page.