



# CHEQUE FORWARDING REQUEST FORM

\_\_\_\_\_  
Surname \_\_\_\_\_  
Social Insurance Number

\_\_\_\_\_  
Given Name \_\_\_\_\_  
Initial(s) \_\_\_\_\_  
Ms. \_\_\_\_\_  
Mr. \_\_\_\_\_  
UBC Student Number

**Note: Copies of Photo ID are required with this form**

**ABOUT CHEQUE FORWARDING**

- Forwarding is only while a student is **studying off campus**.
- Cheques are forwarded to your address on SISC.
- We cannot forward cheques for UBC advances, US loans, or cheques from Payroll.
- You will **not** be notified by our office when a cheque has been forwarded to you. You will know that a cheque has issued for you by looking for an "Award Refund" line on your Student Services Centre Financial Summary. When the cheque is received in our office we will forward it to your home address.

**INSTRUCTIONS:**

- Please fill in the Forwarding Information section below.
- **Attach legible photocopies of 2 pieces of government issued, signature bearing identification (ID)**, such as: passport; driver's license; provincial ID; Care Card. Please copy both sides of the ID and use a **light copy setting to ensure a clear copy**.
- Ensure that the name on your ID matches your name on the Student Service Centre and the name on this form.
- This form may be submitted to Student Services & Financial Support in person (UNC 206Z) by fax (250.807.8070) or email (awards.inquiry.ubco@ubc.ca).

**FORWARDING INFORMATION**

1. This form is valid for the following period (not longer than 12 months):

Start \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ End \_\_\_\_\_ / \_\_\_\_\_ (will be valid until the last day of chosen month)  
Year Month Day Year Month

2. Reason for requiring this service:

Student Exchange  Graduate Research  M.D. program (at another campus)  Co-op  Other \_\_\_\_\_

3. I have checked my address on SSC and confirm it is current.

**YES - Mailing address on SSC is current**

**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.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of student