



CHECK REQUEST

The date you want a check to reach you should not be earlier than thirty (30) days prior to the beginning date of the session in which the money is to be used. **Checks are normally mailed ten (10) days in advance of the requested date to your permanent home address.** The check will be made payable to you and must be personally endorsed. If not properly endorsed, the check may be returned unpaid to you by our bank.

Complete all numbered items: (Please Print)

- 1. Account number: _____
- 2. Full legal name (first, middle, last, suffix): _____
- 3. Permanent home address: _____

 City State ZIP
- 4. Name of College or University: _____
- 5. E-Mail Address: _____
- 6. Personal phone number at college: (_____) _____ / _____
- 7. Amount of check: \$ _____
- 8. Date check is needed: Month _____ Day _____ Year _____

I acknowledge the amount requested will be used only for the educational expenses listed on my student loan application to the Fund and that I will be enrolled for the number of classroom instructional credit hours listed on my approval letter.

Date

Signature

Check Requests only to: vvollentine@phef.org **OR**

Mail to: Pickett & Hatcher Educational Fund, Inc.
P.O. Box 8169
Columbus, GA 31908-8169

Transcripts only to: jroop@phef.org

Questions? Call Vicky Vollentine at 1.800.864.8308, Ext. 103