



Certified Bank Check

1. WHAT IS A CERTIFIED BANK CHECK?

A certified bank check (i.e., teller check) is written by a bank account holder, drawn on the account and guaranteed by the bank. The bank verifies that the signature is genuine and that the check writer has enough money for the transaction.

2. HOW DO I PAY WITH A CERTIFIED BANK CHECK?

Certified bank checks are accepted at the Bursar's Office in-person or by mail. Be sure the certified bank check also includes your emplid ID number in the reference/memo section.

- **In-person:** The Bursar's Office is located in the New Building, RM: L.70. First, obtain a B-ticket from the Jay Express kiosk. A Bursar representative will then call the ticket number to process the transaction.
- **Mail to the following address:**
ATTN: Bursar's Office, RM: L.70NB
John Jay College
524 West 59th Street
New York, NY 10019

3. WHO IS THE CERTIFIED BANK CHECK MADE PAYABLE TO?

John Jay College

4. HOW IS A CERTIFIED BANK CHECK RECORDED?

Certified bank checks are posted to the student record as a "Payment by Money Order."

5. I HAVE BURSAR HOLDS FOR MY PAST-DUE BALANCE. CAN I USE A CERTIFIED BANK CHECK TO REMOVE IT?

Yes. Bursar holds are removed immediately for past-due balances that are paid in full with a certified bank check.