



Kenyon College

Lost/Stolen Card Notification



**Please Complete and submit this form to the Program Administrator
to document the loss of your card**

***** Notify JPMorgan Chase Immediately at 1-800-316-6056 *****

You must also notify your Dept. Chair and the Program Administrator as soon as possible

Date _____ **Last 4 card #s** _____

Cardholder name _____

Department _____

Dept. Chair name _____

Date of notification to JPMorgan Chase _____

Comments: _____

I hereby certify the following:

- My card was lost or stolen for the reasons stated above.
- I contacted JPMorgan Chase as soon as possible.
- I contacted my Dept. Chair and the Program Administrator as soon as possible.
- I acknowledge that repeated loss of my card may result in the revocation of my card.

Cardholder Signature _____ **Date** _____

Dept. Chair Signature _____ **Date** _____

Finance Office and Program Administrator Use Only

Date Received _____ Date New Card Requested _____

Verify Card Canceled _____ New Card Received and Acknowledged _____