

El Dorado County Schools

Affidavit to Obtain Duplicate of Lost or Destroyed Check

Instructions for completing Affidavit, upon the direction of your District Payroll staff--

Claimant / School District (as applicable), completes form to obtain a duplicate of a Payroll check (warrant):

- a. Name of the *Preparer of the Affidavit* -The owner of the lost or destroyed paycheck.
- b. Check number (e.g., 09123456, eight digits)
- c. Use pull down menu to select, Date of check: Month, Day, Year
- d. Name of recipient as imprinted on the original check—"Paid to the Order of."
- e. Net amount of check (e.g., 123.45). The system will fill-in the "\$" symbol.
- f. Click on box that explains the reason for this request (lost, stolen, destroyed); if "other," fill-in the reason.

Employee completes Items g, h, i, then submits to their School District Office:

- g. In your own words, explain the reason for the duplicate check request.
- h. Claimant signature
- i. Claimant initials

District completes Items j, k, l, then submits to the EDCOE:

- j. Use pull down menu to select, Date of District staff's signature: Day, Month, Year
- k. District signature
- l. Use pull down menu to select your district (-- Select District --).

Sample of a completed Affidavit form, next page.

**Affidavit to Obtain Duplicate
of
Lost or Destroyed Check**

State of California)
) ss.
County of El Dorado)

Joseph S. Doe a

(Preparer of Affidavit)

being duly sworn, says: c

That s/he the said legal owner of that certain County Check numbered 09583453 b
dated March 15, 2004, and drawn by the County Auditor of the County of El
d Dorado on the Payroll Clearing Fund of said County, in favor of
Joseph S. Doe as payee/s thereof, for

\$1,234.56 dollars;
e (net amount)

That said check has not been paid but was (check/fill-in applicable reason):

lost, stolen, destroyed, _____, before the same was paid by the County

f Treasurer of said County of El Dorado, and cannot now be produced by the said OWNER;

That the circumstances and all facts relative thereto, are as follows:
(Explanation of reason of request for duplicate by claimant)

I have searched every possible place that I can think of and have come to the conclusion that it is gone. g

I suspect that I may have possibly lost it while on the lake fishing and it may have slipped out of my
shirt pocket. Therefore, it could be on the bottom of Lake Tahoe.

j _____ h
Signature of claimant

Subscribed and sworn to before me this
Fifteenth day of March, 2004

Jane Doe k
District signature

I understand that if lost check is found,
that I am not to cash it, but to return
check to the district office.

Claimant initials i

District: Lake Tahoe Community College