



ACCOUNTING POLICY AND PROCEDURES (APP) MANUAL

TOPIC: Section 2 – Cash and Cash Equivalents 5.0	EFFECTIVE DATE: 11/12/1984
TITLE: Proof of Payment, Stop Payment, Replacement and Forged Checks	REVISION DATE: 03/27/2017
AUTHORIZED BY: Deputy Director, Bureau of Fiscal Services	

BACKGROUND

The Department receives requests to provide proof of payment and requests to replace stolen or lost checks from vendors and employees. This procedure establishes standard procedures for processing these types of requests:

- Proof of payment
- Replacement of lost, stolen or forged checks

For purposes of the APP, vendor or supplier includes both external vendors and Department employees. Goods and services include employee work time.

When a vendor indicates payment has not been received for goods and/or services, the Department shall determine whether payment was issued and negotiated. Check issuance shall be verified against the appropriate criteria. Requests are made to the State Controller for copies of cancelled checks to verify the check was issued and negotiated. If a copy of the cancelled check is received, then this is evidence that the check was issued, endorsed and negotiated. If there is no cancelled check on file at the State Controller, the current check is voided, and a replacement check is issued to the vendor.

Occasionally, after proof of payment has been provided, the vendor indicates that the endorsement was forged. Checks negotiated by someone other than the payee may be replaced provided that the procedures for replacing such checks contained in this APP are followed.

Vendors may discover checks in their possession that are “stale dated,” that is, the check is over a year old and cannot be cashed. Requests must be made to the cancelled draft fund to enable the vendor to receive a cashable check.

PROCEDURES

Individual organizations and institutions are to prepare a Stop Payment/Duplicate Check Request (DOA-2775) and forward the document via email to the BFS Cashier’s Office at DHSDLDESCASHIERS@dhs.wi.gov. The Stop Payment/Duplicate Check Request (DOA-2775) is the only form the Controller’s Office accepts via electronic submission. The online process can only be utilized for **photocopy requests** and **check replacement** requests.

Paper forms are required for processing forged endorsements. Paper forms will also be accepted from those without access to the electronic form. The processing time for paper will be longer than the electronic form.

1. Request for Proof of Payment/Stop Payment:

- a. Submit the Stop Payment/Duplicate Check Request (DOA-2775) to the BFS Cashier’s Office via email.

- b. The Cashier's Office will forward via email to the State Controller's Office.
- c. If the check in question has been cashed, the Controller's Office will return a check copy, which will be forwarded to the requester by the Cashier. If the check has not been cashed, the State Controller's Office will void the current check and issue a replacement check. Replacement checks will be sent to the payee by the BFS Cashier's Office.

2. Replacement of checks with a forged endorsement

Occasionally a vendor or supplier will claim that the endorsement on a check is forged.

- a. To receive a replacement check, the vendor must provide the following:
 - Affidavit – Forged Endorsement, DOA-2789. This must be notarized and have a signed and dated copy of the check attached.
 - Handwriting Specimen, DOA-2790.
- b. Submit the completed forms to the BFS Cashier's Office, who will forward to the State Controller's Office.
- c. The State Controller's Office will take appropriate steps to determine whether to issue a replacement check.
- d. If a replacement check is issued, the check will be forwarded to the Cashier's Office. The Cashier's Office will forward the check to the payee.
- e. If it is determined that the payee most likely received and negotiated the check, Department staff will assist in all legal actions. The vendor or supplier should be advised that it may take several months to receive a replacement check.

FORMS

[Stop Payment/Duplicate Check Request, DOA-2775](#) (Word)

[Affidavit – Forged Endorsement](#) DOA-2789 (Word)

[Handwriting Specimens](#) DOA-2790 (PDF)

CONTACTS

[BFS Administrative Services Supervisor](#)