



**GWEN HENRY, CPA
DU PAGE COUNTY TREASURER**

**Instructions for Completing and Submitting the Uncashed Check
Replacement Form**

PLEASE NOTE: We are required to issue replacement checks in the name of the original payee(s).

If you DO NOT have the original uncashed check in your possession:

- **Boxes 1-4: enter the information about the original uncashed check (from the results of your search of the Treasurer's website listing of uncashed checks).**
- **Boxes 5-7: please enter your last name, first name and middle initial.**
- **Boxes 8-11: enter your mailing address. This is the address to which the replacement check will be sent.**
- **Box 12: enter your Federal Tax ID Number.**
- **Box 13: enter a daytime telephone number.**
- **Box 14: identify your relationship to the payee of the original check. You may be required to submit additional documentation depending on which box you check.**
 - A. If you check this box, you are the original payee and no further documentation is required.**
 - B. If you are requesting a replacement check for a business entity payee:**
 - **Provide the business's Federal Employer Identification Number in Box 12.**
 - **Provide documentation showing your relationship to the business entity and your authorization to act on behalf of the original payee.**
 - C. If you are a legal guardian of the payee:**
 - **If you are a parent requesting on behalf of a minor child payee, please submit a copy of the child's birth certificate.**
 - **If you are acting as a guardian, conservator, trustee or other legal representative of the payee, you must provide a copy of either court documents or other signed legal documents giving you authority to act on the original payee's behalf.**
 - D. If you are executor or administrator of the original payee's estate:**
 - **If the estate is open, provide a copy of the payee's death certificate, the Tax ID # for the estate and a court-certified copy of documents certifying your appointment.**



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- If the estate is closed, provide a copy of the payee's death certificate and a copy of the will.
 - E. If you are an heir of the payee and there has been no probate:
 - Submit a copy of the payee's death certificate.
 - Provide proof of your relationship to the decedent.
 - F. If you have power of attorney for a payee:
 - Submit a notarized copy of the legal documentation giving you the authority to act on behalf of the original payee.
 - G. If you check Box 14.G. for Other, please explain your relationship to the payee in the space provided (or use additional pages if necessary) and provide proof of ownership. We will review the documentation you submit and we may require additional information before issuing a replacement check.
- Affidavit: complete and sign the affidavit at the bottom of the Uncashed Check Replacement Form.
 - Have the Affidavit notarized.
 - Mail the ORIGINAL notarized copy of the Uncashed Check Replacement Form to the address shown at the bottom.

If you have the original uncashed check in your possession and you are the payee:

- Fill in Boxes 1- 4 as described above.
- Fill in Boxes 5-13 as described above. We will mail the replacement check to the address you provide.
- Signature: sign the Uncashed Check Replacement Form at the bottom right on the lines provided.
- You do not need to have the Affidavit notarized if you have the original check and you are returning it with the form.
- Mail the Uncashed Check Replacement Form to the address shown at the bottom of the form.