

# Application for a Duplicate or Stale-Dated Warrant/Check



## Affidavit/Claim Form

This application is for:  Duplicate or  Stale-Dated (definitions are on page 2)

STATE OF ARIZONA  
COUNTY OF MARICOPA

Note: Numbers on this form correspond to numbers on the Instruction sheet which is page 2 of this form.

\_\_\_\_\_(1), being first sworn, upon oath deposes and says:  
Name/Claimant

On or about \_\_\_\_\_ (date)(2) a warrant/check was issued to the above named person/entity in the amount as stated below. Such warrant/check was either never received or was subsequently inadvertently lost or destroyed and there is no reasonable probability of its being found or presented for payment, **or** it was not presented for payment within one year after the date of issuance.

Therefore, under penalty of perjury, claimant hereby affirms that this claim is correct and the amount shown is due and owing, and the applicant requests that a replacement warrant/check be issued to him/her in the sum of \$\_\_\_\_\_.(3)

Signed: \_\_\_\_\_(4)

**Note:** Please attach a copy of the warrant/check if available and/or any other evidence that a warrant/check was originally issued.

(5) Subscribed and sworn to before me this _____ day of _____ 20____.	
_____ NOTARY PUBLIC	
My commission expires: _____	(seal)

Warrant/Check Number (if known) (6)	
Original Date of Issue (if known) (7)	

Reason for original issue of Warrant/Check (8):

- Payroll
- For Services or Goods furnished \_\_\_\_\_
- Treasurer's refund/payment \_\_\_\_\_
- Other: \_\_\_\_\_

**Instructions for completing the AFFIDAVIT/CLAIM FORM  
Regarding a request for either a  
DUPLICATE or STALE-DATED WARRANT/CHECK**

“Duplicate” is a check or warrant that has been lost, destroyed or never received within one year of the issue date.

“Stale-dated” is a check or warrant that has not been cashed within one year of the issue date.

- Instructions: (numbers correspond to numbered blanks in the form)
- (1) Print name of the person making the affidavit/claim statements (See NOTE re: Business if the name is a representative of a business or other organization.)
  - (2) Date the original warrant was issued, or approximate date if actual is not known.
  - (3) The amount in figures (ex: \$1,000.25) (Please print clearly.)
  - (4) Signature of the Claimant (be sure to sign in the presence of the Notary Public).
  - (5) This box to be completed by the Notary Public.
  - (6) If known, the number of the warrant or check
  - (7) If known, the exact original issue date of the warrant or check
  - (8) Check the appropriate box below for the reason for the warrant or check. If the appropriate reason is not listed, check “Other” and explain.
- Please attach the original warrant/check or a copy of the warrant/check if available.
- Note re: Business or other organization/entity – If the signer of the affidavit/claim form is the representative of an entity rather than an individual, please provide a document on entity letterhead designating the signer as authorized to sign for the entity.
- Additional required information for Stale-dated check/warrant claims:  
You must provide a statement and/or other documentation demonstrating that there is good and sufficient reason for the failure to present the original check or warrant for payment within one year of its issuance.

Below are relevant Arizona Revised Statutory references regarding issuing duplicate warrants and Stale-dated warrants or checks. (statutes as of April 2014)

**Duplicate Warrant:**

**11-632. Issuance of duplicate warrant**

A. When it appears to the satisfaction of the board or county school superintendent by affidavit or otherwise that a warrant on the county treasurer has been lost or destroyed prior to payment and there is no reasonable probability of its being found or presented, the board may direct the issuance to the owner of a duplicate of the lost or destroyed warrant. Before issuing the duplicate, however, the board or county school superintendent shall send a written stop payment notice to the county treasurer, giving the number, amount and date of the warrant, the payee and the fund on which drawn. Such duplicate warrant issued under authority of this section shall constitute full and

sufficient authority to the county treasurer for disbursement of public monies in the amount set forth on the duplicate warrant. The county treasurer shall not pay any warrant on which a stop payment notice has been made unless the board has released the stop payment in writing.

B. The board of supervisors shall establish procedures for issuing duplicate warrants that protect the county and provide the owner with a duplicate warrant within a reasonable time.

#### Note regarding STALE-DATED WARRANTS

The Arizona Revised Statutes do not provide for re-issuance of a warrant **beyond two (2) years** from the date of issuance. Please see ARS 11-644 below.

#### Stale-Dated Warrant

##### 11-644. Failure to present county check or warrant for payment

A. A check that is drawn by the county treasurer in the treasurer's official capacity or a warrant that is drawn on the county general fund and that is not presented for payment within one year after the date of issuance is void, is deemed to have been paid and is not subject to section 44-302. A check or warrant that is not presented for payment within one year has no further force or effect and any monies shall be transferred or revert to the county general fund or other appropriate fund.

B. At any time within one year after an unrepresented check or warrant has been voided as provided in subsection A of this section, the person in whose favor the check or warrant was drawn, or the person's personal representative, successors or assignees, may present a claim for the amount of the check or warrant to the board of supervisors. If the board finds that the claim is legitimate and that there is good and sufficient reason for failure to present the original check or warrant, the board may allow the claim and order it to be paid from the county general fund or other appropriate fund.