



DECLARATION OF LOST OR DESTROYED PAYROLL CHECK

I, _____, declare that:

The check referenced below, drawn by The Regents of the University of California against its account maintained with Wells Fargo Bank, was issued to: _____, as payee.

Table with 4 columns: Check Number, Date of Check, Amount of Check (Net), Payee

1. I am the legal owner, or am entitled to possession of the check mentioned above, and the payee of the check has not negotiated, deposited, or cashed said check. And I further certify that said check has been lost/destroyed. The facts of said destruction or loss, so far as I know them, are as follows:

2. I further agree that for, and in consideration of, the re-issuance to me of a check in lieu of the check originally issued and subsequently lost or destroyed, I will indemnify and hold harmless The Regents of the University of California against loss, damage, expense or any other liability which may be suffered by The Regents, either directly or indirectly, by reason of the issuance of said reissued check or by the original instrument still remaining outstanding.

3. I agree that, if a new check is issued to me in lieu of the above listed lost/destroyed check, and if above check hereafter is placed in my possession, I will not attempt to negotiate, deposit or cash said check, but forthwith will deliver it to the Accounting Office (120 Theory, Suite 200), University of California, Irvine, CA 92697, for cancellation.

4. Based upon the foregoing declaration and subject to the foregoing conditions, I hereby request that The Regents issue a new check to me in lieu of the above listed check.

I certify, or declare, under the penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on: _____ City/State: _____

Signature of Declarant: _____

Mailing Address of Declarant: _____

Telephone Number: _____ (work) _____ (home)
Area Code + Number Area Code + Number

Table with 2 columns: Employee ID#, Send Replacement Check to (choose one): Mail to address listed above, Campus pickup (101 Aldrich Hall), Forward to UCIMC - Cashier's Office, Direct Deposit (you may only choose this option if you already have ACH set up)

Once completed, please fax or email this form to: (949)824-3267 or euriarte@uci.edu. For questions, call (949)824-9207.