

Treasury – General Checking

NYS Tax and Finance - Division of Treasury

Jess McClune

Director of Accounting Operations

Overview of Treasury

Deputy Commissioner and State Treasurer: Christopher Curtis

Bureau of Financial Operations Control and Analysis

Directors: Jessica McClune, Michael Barringer

Fulfills the Commissioner's responsibilities as joint custodian, along with the Office of the State Comptroller, for the State's General Checking account and the Department of Labor's Unemployment Insurance Benefit Fund. Also fulfills the Commissioner's responsibilities as sole custodian or fiscal agent for approximately 80 accounts, and manager for the Personal Income Tax disbursement accounts.

Bureau of Cash Management and Investments

Director: Michael Wukitsch

Provides financial services to 16 State agencies and public authorities (listed below), including management of a \$6 billion fixed income portfolio.

- Treasury Sole Custody Entities
- 1. DASNY Upstate Community College Instructional Income and Tuition Bonding
- Department of Financial Services Special Funds
- 3. Workers' Compensation Board (WCB) Special Funds
- State Insurance Fund
- 5. New York State Teachers' Retirement System
- 6. Department of Labor's Unemployment Insurance Benefit Fund
- 7. State University Construction Fund
- 8. Housing Finance Agency

- 9. Housing Trust Fund Corporation (includes Governor's Office of Storm Recovery)
- 10. NYS Affordable Housing Corporation
- 11. Homeless Housing Assistance Corporation
- 12. Job Development Authority
- 13. New York State Energy Research and Development Authority
- 14. Jacob Javits Convention Center
- 15. Nelson A. Rockefeller Empire State Performing Arts Center
- 16. DASNY/SUNY Resident Halls Debt Service Funds

Agenda – General Checking

- Receipt of Funds
- Release of Payments
- Undeliverable Checks
- Stop Payments and Check Copies
- Forgery Claims
- Abandoned Property Letters

Receipt of Funds



Receipt of Funds

- Treasury receives funds both by checks and electronically by wire and ACH on behalf of all state agencies.
- Funds must be accounted for in SFS:
 - Refund of Appropriation "1286"
 - Revenue Deposit "909" (also could be a "3312")

Check Deposits

- April 1, 2023 March 31, 2024
 - 70,000 checks deposited
 - Totaling \$928 million



GFO VII.2.C Direct Journal Payment & Payment Worksheet - Treasury Requirements

GFO VII.3.B AP Adjustment Voucher – Treasury Requirements

Ways to get Checks to Treasury

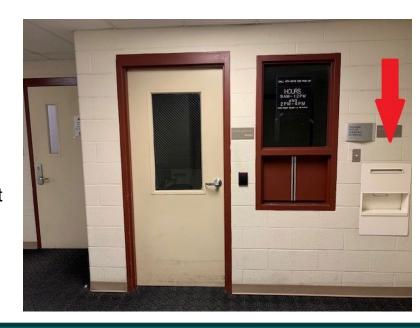
USPS Mail

New York State Taxation & Finance Division of Treasury - Accounting PO Box 22119 Albany, NY 12201-2119

OGS Courier or Parcel Delivery (FedEx, UPS, etc)

New York State Taxation & Finance Division of Treasury - Accounting 110 State Street, 2nd Floor Albany, NY 12201-2119

- Agency Drop Off
 - Go to 110 State Street's entrance from Howard Street (behind building, to the left of the loading dock)
 - Use call box to the right of the door to let security know you have a deposit for Treasury.
 - Once inside, walk to the end of the hall and the Treasury Deposit drop off is on the left.



Checks

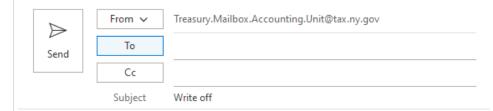
Please do not have checks sent directly to Treasury by customers — we do not know what to do with them and will return them to the sender.

Check Deposits - When you will hear from us

- The 909 or 1286 does not exist in SFS.
- We cannot approve the 909 in SFS.
- The amount of the checks does not equal the amount of the 909 or 1286.
 - For 909s, we are checking against the total amount of the 909.
 - For 1286s, we are checking against the sum of the lines with the cash account code (59999).

Failed Check Deposits

- "Write offs"
- We will provide a copy of the check that failed to deposit.
- It is important that agencies key a negative 909 or a reversing 1286 as soon as possible, so that the fund is adjusted correctly and not overstated.



Hello-

The bank informed us that a check related to deposit BU: XXXXX ID: XXXXXXX (X for \$XXX.XX) have bounced. Please prepare a negative 909(s) to reverse this portion of the original deposits, add the attachments, select the "Complete" box, and save. Then please reply all to this email providing us at Treasury with the new ID number(s) so that we can send the information to OSC to post it in SFS, reversing this portion of the original deposits.

I have attached the backups for your reference.

Thank you.

Treasury Accounting Unit

New York State Department of Taxation and Finance 110 State Street, 2nd Floor, Albany NY 12207 <u>Treasury.Mailbox.Accounting.Unit@tax.ny.gov</u> www.tax.ny.gov



Electronic Receipts

- April 1, 2023 March 31, 2024
 - 9,700 wires and ACHs
 - \$46.6 billion
- We receive hundreds of credits each day into general checking.
- Each item must be tracked, researched and outreached for by Treasury's accounting unit.

<u>Bank Da</u> ▼	<u>Addenda</u>	Ψ.	Tran A
9/11/2024	CREDIT ADJUSTMENT		1,000.00
9/12/2024	Transaction Ref. No.:240912267465 Fed. Ref. No.:0912MM	NC	355,684.00
9/13/2024	MERCHANT SVCS MERCH DEP 8036921925		3,300.00
9/23/2024	CREDIT ADJUSTMENT		11,266.00
9/24/2024	DIRECT DEPOSIT, GEN DIGITAL INC 121983		692.64
9/25/2024	Write-Off		-13.00
9/26/2024	Transaction Ref. No.:240926442481 Fed. Ref. No.:0926B10	28	768,985.80
9/26/2024	DIRECT DEPOSIT, FEMA TREAS 310 MISC PAY		14,133.82
9/26/2024	MERCHANT SVCS MERCH DEP 8023111480		832.93
9/26/2024	MERCHANT SVCS MERCH DEP 8039297208		488.40
9/27/2024	DIRECT DEPOSIT 015 TREAS 310 MISC PAY		21,501.04
9/27/2024	DIRECT DEPOSIT, TTECH SETTLE TTecSettle		5,000.00
9/27/2024	DIRECT DEPOSIT, COF MERCHNT SET DEPOSIT		3,025.00
9/27/2024	MERCHANT SVCS MERCH DEP 8039297208		1,596.68
9/27/2024	DIRECT DEPOSIT, COF MERCHNT SET CHARGBACKS		500.00
9/27/2024	MERCHANT SVCS MERCH DEP 8023111480		157.30
9/30/2024	DIRECT DEPOSIT, SAF BNP CORP PAY		630,000.00
9/30/2024	Transaction Ref. No.:240930542577Fed. Ref. No.:0930MN	1Q	541,394.04
9/30/2024	DIRECT DEPOSIT, HUD TREAS 310 MISC PAY		84,765.98
9/30/2024	DIRECT DEPOSIT, TTECH SETTLE TTecSettle		3,500.00
9/30/2024	DIRECT DEPOSIT, AMERICAN E2610081291		850.00
9/30/2024	MERCHANT SVCS MERCH DEP 8039297208		231.68
9/30/2024	MERCHANT SVCS MERCH DEP 8023111480		128.73
10/1/2024	MERCHANT SVCS MERCH DEP 8023111480		80.00
10/1/2024	DIRECT DEPOSIT, TTECH SETTLE TTecSettle		7,000.00
10/1/2024	DIRECT DEPOSIT, CBP TREAS 310 MISC PAY		4,300.00
10/1/2024	DIRECT DEPOSIT, GSA TREAS 310 MISC PAY		2,000.00
10/1/2024	DIRECT DEPOSIT, CBP TREAS 310 MISC PAY		1,425.76
10/1/2024	DIRECT DEPOSIT, CBP TREAS 310 MISC PAY		1.00
10/1/2024	MERCHANT SVCS MERCH DEP 8036921925		3,600.00
10/1/2024	DIRECT DEPOSIT HRI ALBANY DIVISPAYMENTS		87,797.59
10/2/2024	Write-Off		-15.00
10/2/2024	Write-Off		-15.00
10/2/2024	DIRECT DEPOSIT, Morgan Stanley ACH CREDIT		3,185.00
10/2/2024	DIRECT DEPOSIT, SSA TREAS 310 MISC PAY		1,918.18
10/2/2024	DIRECT DEPOSIT, SSA TREAS 310 MISC PAY		2,574.53

Electronic Receipts

- Please provide information related to the 909/1286 as soon as possible could even submit a day or two ahead of time.
- Business Unit and Deposit ID or Voucher
 ID is sufficient for us to process.
- If the funds do not belong to your agency, please reply so we can follow up with other agencies.
- The accounting unit will follow up at least every 5 days. (Sooner for large receipts)
- We may return funds to sender if items are not claimed timely.

General Checking Receipt on 6/20/23 for \$1,588.08



tax.sm.Treasury.Mailbox-Accounting.Unit



То

Funds were received in the State's General Checking Account, and the details are pasted below. It is believed that these funds may belong to your Agency.

If you agree, please do the following:

- Enter the appropriate AC-3312s or AC-1286 into SFS.
- E-mail the AC-3312s or AC-1286 to the following mailbox:
 - Treasury.Mailbox-Accounting.Unit@tax.ny.gov

If you disagree, please respond to this email indicating that.

Please note that the most efficient method of receiving credit for electronic receipts is to submit the AC-3312s/AC-1286 to the above mailbox as soon as the dollar amount is known (when possible). From that point, we will monitor the bank account and notify OSC when the receipt reaches the account.

Also, the only situation where we need the AC-3312s/AC-1286 physically sent to us is when it's accompanied by checks for deposit.

6/20/2023	DIRECT DEPOSIT, CBP TREAS 310 MISC PA	Υ	1,588.08
RMR*IV*ICEJO	PSREIM123NY1553ENDJAN*PI*1588.08\	05	0001 23167007498458

Thank you,

www.tax.ny.gov

Treasury Accounting Unit

New York State Department of Taxation and Finance 110 State Street, 2nd Floor, Albany NY 12207 <u>Treasury Mailbox Accounting Unit@tax.ny.gov</u>

Interested in being paid electronically?

- Email <u>treasury.mailbox.accounting.unit@tax.ny.gov</u> to request information about receiving electronic payments from customers. We can provide:
 - Banking information for the State to be paid by wire or ACH.
 - Bank letter verifying account information if required by your customer.
 - W-9 for New York State if required by your customer.
 - Best practices for receiving electronic payments.

"What stage is my 909 at?"

- NYF_AGY_AR_REPORTS role
- My Homepage > AR Pmt Processing
- Joint Custody Dep to Be Appr tile
- Show what stage agency 909 deposits are at
 - Ready for Treasury Approval in SFS
 - Approved by Treasury but not yet OSC
 - Will be removed from view when approved by Treasury and OSC

Joint Custody Den to Re Annr

Deposit Unit ↑↓	Deposit ID ↑↓	Deposit Type ↑↓	Ready for Treasury ↑↓	Treasury Approval ↑↓	Treasury Date ↑↓	OSC Approval ↑↓
XYZ01	123456	M	N	Not Approved		Not Approved
XYZ01	G55550	M	Υ	Not Approved		Not Approved
XYZ01	661209	М	Υ	Not Approved		Not Approved
XYZ01	M90001	М	Υ	Approved	10/17/2024	Not Approved



Contact Information for Receipts

- Check Deposits
 - treasury-accounting@tax.ny.gov
- Electronic Deposits
 - treasury.mailbox.accounting.unit@tax.ny.gov
- 909s
 - revenueaccounting@osc.ny.gov
- **1286s**
 - appropriations@osc.ny.gov



Receipt of Funds

Questions?

Release of Payments



Checks

- Treasury handles the mailing of checks out of the general checking account.
- April 1, 2023 March 31, 2024
 - SFS Vendor Checks 570,000
 - SFS State Supplemental Program (SSP) Checks 453,000
 - Payroll Checks 619,000



Checks

- OSC prints checks at Rensselaer Tech Park and transports them to Treasury in Downtown Albany.
- Treasury sorts, applies postage, packages as necessary, and hands off to post office.





"Return to Agency" Checks

- Also called "A Routes" or "A Handling Codes".
- Checks that are not mailed, and instead are given back to the agency.
- Checks are held in Treasury for agencies to pick up.
 - Must be authorized to pick up.
 - Email treasury-WCDU@tax.ny.gov or call 518-474-2278

GFO XII.5.M Selecting the Appropriate Handling Code



Direct Deposits and Wires

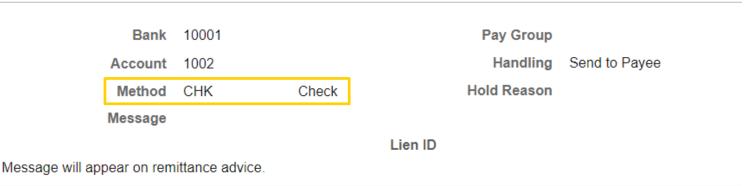
- Treasury does the final approval step for both direct deposits (ACHs) and wires.
- April 1, 2023 March 31, 2024
 - Wires 4,600 \$266 billion
 - ACHs approximately 168 million \$154 billion
- Normal ACHs from SFS
 - A voucher submitted with a scheduled payment date of today will take two business days after approval by OSC to appear in the vendor's bank account.

GFO XII.8.G Payment Methods



Payment Information in SFS





Schedule Payment

Action Schedule Payment
Pay

 Payment Date
 09/25/2024

 Reference
 10128410

Release of Payments

Questions?

Undeliverable Checks



Undeliverable Checks

 Checks out of the general checking account have Treasury as the return address.

The post office returns checks that could not be delivered – called "nixies".



SFS Stale Date Report

- Treasury flags nixie checks as a "Stale" status in SFS and includes the reason given by the post office.
- Agencies can run and view the Stale Payment Report in SFS:
 - Banking > Reports > Stale Payments
 - NY_NYTR1652_AGY_QRY

GFO XII.9.C Reissuing or Cancelling a Vendor, Employee Expense, or SSI/SSP Check



SFS Stale Payments Report

un	Unit	Voucher	Invoice	Bank Account Description	Vendor ID	Vendor Name	Payment Refer	Payment Dat	Payment I	Stale Date	Payment Status	Payment Message Fr
	XYZ01	00125645	Invoice 123	original vendor Checks	1100000000	MAIN STREET 123	08519123	1/2/2023	CHK	3/11/2023	Stale	no such number
	XYZ01	00125722	Sept 2024 15556	original vendor Checks	1100000001	RIVER CORP.	09096111	5/5/2024	CHK	7/29/2024	Stale	forward time exp
	QRS01	00125462	Fee 8/24	original vendor Checks	1100000451	ALBANY COUNTY	09188000	7/25/2024	CHK	8/11/2024	Stale	insufficient address
	TUV01	B122224	Refund 553331857866	original vendor Checks	1157470002	JANE SMITH	10005556	8/9/2024	CHK	9/30/2024	Stale	attempted not known

- Report shows checks that were returned by the post office by voucher (checks could appear more than once, if more than one voucher combined into a check.)
- You will only see items for business units that you have access to in SFS.
- Payment message will provide information as to why the post office returned the item.

When to check the Stale Payment Report

- REGULARLY!
- When a vendor says they did not get their check.
- When you receive notice that a bill has not been paid which was already vouchered for.
- When a vendor tells you they have a new address.



Undeliverable Checks

Questions?

Stop Payments and Check Copies



Stop Payments and Check Copies

- Treasury handles stops and check copies on general checking SFS checks.
 - April 1, 2023 March 31, 2024
 - Approximately 25,000 check stops
 - 1,200 check copies provided
- Stops and check copies can be requested by submitting a TD-346 form to Treasury.TD346@tax.ny.gov.
 - Can be found on OSC's website, in the agency section, under forms. https://www.osc.ny.gov/files/state-agencies/resources/pdf/agency-form-td346-fillable.pdf
- OSC handles stops and check copies comptroller's refund SFS checks.

Stop Process - Timeline

- Agency submits TD-346 form. (Monday)
- Treasury reviews form, stops check in SFS. (Monday)
- Stop goes to the bank the following business day. (Tuesday)
- Bank activates the stop. (Tuesday)
- Treasury confirms stop is good the business day after that.
 (Wednesday)
- Treasury provides information about stops requests to OSC. (Wednesday)
- OSC either closes or reissues payment as requested by the agency on the TD-346 form within 5 business days.





Department of Taxation and Finance Division of the Treasury

Request for Stop Payment, Replacement Check, Photocopy of Check, or Forgery Affidavit

Agency code or business up	nit	Agency name					
Printed name of agency rep	resentative			Email address of	agency rep	resentative	
Check information	n – All 1	fields must	be completed.				on - Identify the vouchers
Check number (8 digits)	Check d	ate	Check amount		your ag	jency is reque	sting to be changed.
					Voucher	ID	Payment amount
Payee name							
					Voucher	ID	Payment amount
Payee has review	ed previo	usly provided	photocopy, send forgo	ery affidavit.			
Check type – Mark	•	, ,			le vendor	** Emplo	yee travel and expense

Prior to making any requests, first refer to the Statewide Financial System (SFS) Stale Report (NYTR1652) to determine if the check has been returned to Treasury, and why it was returned. Reissuance information can be found in SFS associated with the voucher or expense report.

- Review Stale Payment report double check there is no information about the address being incorrect
- Review payment status to ensure the check is outstanding:

Payment Status	Reconciliation Status	What Does the Status Mean?
Paid	Reconciled	Check is cashed at bank.
Paid	Unreconciled	Check is outstanding at bank.
Stopped	Reconciled	Check is stopped at bank.
		Check is stopped in SFS but not yet stopped at the bank due to the
Stopped	Unreconciled	timing of the bank extract files.
		Check was returned from the Post Office as undeliverable and
Stale Dated Payment	Unreconciled	destroyed by OSC.
Escheated	Reconciled	Check was uncashed and turned over to OSC Unclaimed Funds.

GFO XII.9.C Reissuing or Cancelling a Vendor, Employee Expense, or SSI/SSP Check



Payee lost check or check is damaged – Reissue with no changes. The original check will be stopped and a new check will be issued with a new check number. If cashed, provide photocopy.							
Payee not entitled to all or part of payment – Cancel check and close vouchers specified in the <i>Voucher information</i> section. Agency must create a new voucher for the portion that the payee is entitled to. If cashed, provide photocopy.							
Payee never received check and address was correct – Reissue with no changes. The original check will be stopped and a new check will be issued with a new check number. If cashed, provide photocopy.							
	ived check and would like payment reissued as Automat If cashed, provide photocopy.	ic Cleari	ng House (A	CH) - Reissue to the following			
Payee never received check and address was incorrect – See instructions below as appropriate.							
must update the N	Reissue with correct address (provide correct address below lew York State (NYS) Vendor File. The original check will be the correct address. If cashed, provide photocopy.						
employee's addres	and expense – Reissue with correct address (provide correct s must be updated in PayServ. The original check will be sto the correct address. If cashed, provide photocopy.						
Correct address:	Street address						
	City	State	ZIP code				

Single vendor - Cancel check and close related vouchers. The original check will be stopped and the agency must create a new

voucher with correct address. If cashed, provide photocopy.

Payee never	received check and check shows as reconciled (cashed) in SFS - Provide photocopy.					
Comments:						
	*A Regular vendor is a vendor that is registered to do business with NYS. They are approved, managed, and assigned a unique 10-dig vendor identification (ID) number by the Office of the State Comptroller's Vendor Management Unit.					
**A Single vendor	**A Single vendor is a vendor whose specific information is not managed by the Office of the State Comptroller's Vendor Management Unit.					
For payroll checks, use Form AC 3340.						
TD-346 (3/20)	Email this completed form to the NYS Division of the Treasury at treasury.td346@tax.ny.gov.					

Stop Payments and Check Copies

Questions?

Forgery Claims



Forgery Claims



Department of Taxation and Finance Division of the Treasury

Request for Stop Payment, Replacement Check, Photocopy of Check, or Forgery Affidavit

Agency informati	ion – All	fields mus	st be completed.						
Agency code or business u	nit	Agency name							
Printed name of agency rep	Email address of agency representative								
Check information – All fields must be completed.						Voucher information - Identify the vouchers			
Check number (8 digits)	Check da	date Check amount			your agency is requesting to be changed.				
					Vouche	r ID	Paymer	nt amount	\neg
Payee name									
					Vouche	r ID	Paymer	nt amount	\neg
Payee has review	ved previo	usly provided	photocopy, send forge	ry affidavit.					
Check type - Mark	k an X in t	he applicable	box: Regular vend	or* Sing	e vendo	or** E	Employee trav	el and expense	

Forgery Claims - Steps

- Agency is contacted by payee due to not receiving payment, lost check, etc.
- Agency realizes the check is cashed in SFS and requests copy from Treasury with TD-346 form.
- Treasury provides check copy.
- Agency provides check copy to payee for review.
- Payee says "That's not my signature".
- Agency submits TD-346 requesting a forgery affidavit.



Forgery Claims - Steps

- Treasury sends pre-filled Forgery Affidavit (from Treasury.Forgery@tax.ny.gov)
- Agency gives form to payee.
- Payee fills out form and gets it notarized. (Note: Form must be notarized, or the bank will not accept it.)
- Payee gives form back to agency.
- Agency sends form back to Treasury.Forgery@tax.ny.gov.



Complete this form and return to your paying agency

AFFIDAVIT TO SUPPORT CLAIM OF FORGED OR IMPROPER ENDORSEMENT OR LACK OF ENDORSEMENT

State of					
		4		being (duly sworn, deposes and says tha
First Name	e In	ritial	Last Name		
Mailing	Address				
		Address line	e 1		
		Address line	e 2		
		City		State	Zipcode
. I have exa	amined the attached pl	notocopy of the ch	eck listed below. I am t	he payee nam	ed hereon.
	Payable To:		Jess McClune		
	Check Number	r:	12345678		
	Check Amount	:	\$100.00		
	Check Date:		10/1/2024		
	Drawn by the	Commissioner of T	axation and Finance on	the KeyBank	account number:
	e of the following:		axation and Finance on		xxxxxxxx2789
The e The ci The ci The ci Stoler The change any bene	e of the following: indorsement of my name heck bears an imprope heck lacks endorsemen indorsement of my name in, the endorsement wat ge(s) or alteration(s) we fit or consideration whe	ne is a forgery. The r endorsement. Th it. The processing on he is NOT a forgery is altered and the cl	e endorsement was not be endorsement was not of this check was not au . I endorsed the check. heck was cashed by son my authority, permissio proceeds of the check.	authorized by t authorized b thorized by m However, the neone other th	me. y me. e check was lost or han myself.
The e The ci The ci The ci Stoler The change any bene	e of the following: indorsement of my nameleck bears an imprope heck lacks endorsement indorsement of my nameleck, the endorsement water by the endorsement water was ge(s) or alteration(s) with the consideration where the endorsement was ge(s) or alteration where the endorsement was get the endorsem	ne is a forgery. The r endorsement. Th it. The processing on he is NOT a forgery is altered and the cl	e endorsement was not be endorsement was not of this check was not au . I endorsed the check. heck was cashed by son my authority, permissio proceeds of the check.	authorized by t authorized b thorized by m However, the neone other th n or knowledg	me. y me. e check was lost or han myself.
The e The ci The ci The ci Stoler The change any bene	e of the following: indorsement of my name heck bears an imprope heck lacks endorsemen indorsement of my name in, the endorsement wat ge(s) or alteration(s) we fit or consideration whe	ne is a forgery. The r endorsement. Th it. The processing on he is NOT a forgery is altered and the cl	e endorsement was not be endorsement was not of this check was not au . I endorsed the check. heck was cashed by son my authority, permissio proceeds of the check.	authorized by t authorized b thorized by m However, the neone other th n or knowledg	me. y me. e check was lost or han myself.
The e The c The c The c The c The e stoler	e of the following: indorsement of my name heck bears an imprope heck lacks endorsemen indorsement of my name in, the endorsement wat ge(s) or alteration(s) we fit or consideration whe	ne is a forgery. The r endorsement. Th it. The processing one is NOT a forgery, is altered and the cl ere made without of atsoever from the	e endorsement was not be endorsement was not of this check was not au . I endorsed the check. heck was cashed by son my authority, permissio proceeds of the check.	authorized by t authorized b thorized by m However, the neone other th n or knowledg	me. y me. e check was lost or han myself.
The e The ci The ci The ci The ci The ci The change any bene	e of the following: Indorsement of my name heck bears an imprope heck lacks endorsement of my name, the endorsement was ge(s) or alteration(s) we fit or consideration where the before me this day of	ne is a forgery. The r endorsement. Th it. The processing one is NOT a forgery, is altered and the cl ere made without of atsoever from the	e endorsement was not be endorsement was not of this check was not au . I endorsed the check. heck was cashed by son my authority, permissio proceeds of the check.	authorized by t authorized b thorized by m However, the neone other th n or knowledg	me. y me. e check was lost or han myself.

Forgery Claims - Steps

- Treasury sends to our bank.
- Our bank reviews paperwork and submits it to the bank of first deposit.
- ----- months go by (unfortunately) ------
- We receive either a denial notice or a credit.
- If we get a credit, we will reach out for a 1286 to account for the funds in SFS.
- If we get a denial, we will notify you of the denial and provide the information the bank gave us about why it was denied.

Forgery Claims - Reimbursement

- Treasury does NOT recommend you reimburse your payee before the forgery credit is received from the bank.
- About 25% of forgery claims are denied.
- Please provide a 1286 as soon as possible after you are notified we've received the credit.
- Once the 1286 is processed, you can then pay the payee with a new voucher.

Forgery Claims

Please encourage your vendors to sign up for ACH!

Stop Payments and Check Copies

Questions?



Abandoned Property Outreach

- Per Abandoned Property Law, letters are mailed to payees who have not cashed their checks and the checks are:
 - Over \$20.00
 - Not stale dated in SFS
- A second mailing is sent for uncashed checks that are:
 - Over \$1,000
 - Not stale dated in SFS

Abandoned Property Outreach - Update

- Initial outreach letters will be sent once a month anticipated to start at the beginning of 2025.
 - For example:
 - Checks issued 4/2024 will have letters sent 4/2025 Checks issued 5/2024 will have letters sent 5/2025
- Second outreach letters for over \$1,000 will be sent once a year, a few months before checks are turned over to OSC Unclaimed Funds.

Abandoned Property Timeline

- Checks are issued throughout 2024.
- Initial outreach letters are sent throughout 2025 for 2024 uncashed checks.
- Second outreach letters are sent for over \$1,000 2024 checks which are still uncashed, approximately February 2026.
- Uncashed checks are turned over to OSC Unclaimed Funds, approximately April/May 2026.

- Letters instruct payees to fill out the letter and return it to the agency who issued the check.
- The "return to" address is populated on the letters based on the Department Code on the voucher.
 - Department Codes have addresses and phone numbers associated with them in SFS.
 - If the Department Code does not have an address associated with it, the letter gets the address and phone number for the Business Unit.
 - Contact SFS helpdesk for more information or to update addresses and phone numbers.

- If a check is outstanding still in SFS, it can still be reissued.
 - Follow process to reissue checks from SFS.
- Once checks are turned over to OSC Unclaimed Funds, checks will show as "Escheated" in SFS.
- At that point payees will need to go through the process to claim the funds from OSC Unclaimed Funds.

Questions?

Final Questions?