

SECTION 5.11 – LOST PAYROLL WARRANTS

Contact: Payroll @ Extension 4160

A. Overview

If a payroll warrant is lost by the postal service or misplaced by the employee:

- It can take up to 5 days before a reissue can occur for the lost warrant.
- Payroll coordinates with the Snohomish County Treasurer's Office to determine if the warrant has been redeemed before a reversal is run and a reissue is processed.
- The APPLICATION FOR DUPLICATE WARRANT AFFIDAVIT must be signed by the employee before a reissued warrant can be processed.
- All employees, including substitutes, are encouraged to use the direct deposit system.

APPLICATION FOR DUPLICATE WARRANT AFFIDAVIT
(RCW 39.72 AND RCW 43.08)

REQUIREMENTS BEFORE ISSUANCE OF DUPLICATE INSTRUMENTS

Before a duplicate instrument is issued, the issuing officer shall require the person making application for its issue to file in his office a written affidavit specifically alleging on oath that he is the proper owner, payee, or legal representative of such owner or payee of the original instrument, giving the date of issue, the number, the amount, and for what services or claim or purpose the original instrument or series of instruments of which it is a part was issued, and that the same has been lost or destroyed, and has not been paid.

AFFIDAVIT

STATE OF WASHINGTON)

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COUNTY OF SNOHOMISH)

I, _____ being first duly sworn on oath, depose and say: that I am the proper owner, payee, or legal representative of such owner or payee of the EVERETT SCHOOL DISTRICT, NO. 2 original warrant No. _____, dated _____, in the total amount of _____ DOLLARS (\$_____) which said instrument was issued in payment for _____ and that the same has been lost or destroyed and has not been paid.

SUBSCRIBED AND SWORN BEFORE ME THIS _____ day of _____, 20__.

NOTARY PUBLIC in and for the State of
Washington, residing at _____

DUPLICATE WARRANT ISSUED ON _____