Memo for Affidavit for Duplicate School Check

The following is a pro-forma letter to be sent with the attached Affidavit for Duplicate School Check. The letter should be typed on the school’s letterhead and signed by the principal.

Date __________________________

Vendor Name/Individual Name
Address (Street, City, State, Zip)

Dear Mr./Mrs./Ms. __________________________:

On __________________________, you advised us that our check number __________, payable __________________________, in the amount of $ __________, was __________ lost, destroyed, or never received.

As a political subdivision of the state of New Mexico, we are authorized to offer you two (2) options:

1. Complete all blanks of the attached affidavit, notarize and attach a check for $ __________ (*) to cover the stop payment cost charged by the bank. (This fee is not required if you never received the check.)

2. Since State law requires that our checks are good for one year, you may wait until one year from date of original check, or until ________________. We will then issue a new check without charge.

Sincerely,
Principal

(*) As all banks do not charge the same stop payment fee, you should check with your bank for the correct amount before inserting.

As you will notice, the reimbursement of the stop payment fee is not required if the company did not receive the check. Therefore, when first contacted by the company/individual, careful note should be taken of the conversation and what is said (did they receive it but it was lost or destroyed or are they inquiring why they have not been paid (they have never received the check we sent); also note the name of the person you spoke to and the date of the conversation. Advise the person you are speaking to that you will send them a form that needs to be completed before you can reissue the check. Complete the information on the Affidavit which you are aware of, such as date, check number, purchase order number, etc. and send to the company/individual with the above cover letter.