UCDAVIS
ACCOUNTING AND FINANCIAL SERVICES

**Declaration of Lost or Destroyed
University of California, Davis - Check**

Payee First Name: Payee Last Name: Employee ID / Student ID #:

Check No: Amount: Dated:

      Check was lost   Stop Payment – No Reissue

      Check was destroyed   Stop Payment – Reissue
(Please designate where check should be sent below)

I have been informed that the above referenced check, drawn by The Regents of The University of California against its account maintained with Wells Fargo Bank – Davis office, was issued.

The facts of such (destruction/loss) insofar as known to me are as follows:

If the original check is eventually found, I agree that I will not negotiate, deposit or cash said check, but will immediately deliver it for cancellation to the Accounts Payable office, located at 260 Cousteau Place, Suite 150, Davis, California 95616.

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 said The Regents, either directly or indirectly, by reason of the issuance of said duplicate check or by the original instrument still remaining outstanding.

I hereby request that The Regents issue a new check to me in lieu the above referenced check that was lost/destroyed.

By submitting this form, I declare under the penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: Phone No.:

      Payroll Pick-Up   Student Accounting Pick-Up

      Mail to address: Other:

Need help? Contact aphelp@ucdavis.edu | Students contact **Student Accounting**