Illinois State Treasurer's Office
Attn: Warrant Division/Forgery Section
400 West Monroe Street, Suite 401
Springfield, IL 62704
Phone: (217) 782-4117
Fax: (217) 558-4028

LETTER OF INSTRUCTION: HOW TO SUBMIT A FORGED WARRANT CLAIM

Dear Internet User:

This letter provides the necessary information to submit a claim for a forged warrant investigation with the Illinois State Treasurer's Office.

You will need to complete and return **three (3) originally signed and notarized** Forged Warrant **Affidavits** and **one (1)** Forged Warrant **Investigation Claim Form**. If the warrant was payable to more than one person, each person must sign and have notarized three (3) separate Forged Warrant Affidavits. You must also *provide a copy of the warrant(s) in question, including the front and back which shows the indorsement*. If you do not have a copy of the warrant, please contact the Comptroller's Office at (217) 782-5897 or (800) 877-8078 to obtain a copy.

Send a copy of the warrant(s), a copy of your driver's license or state I.D., a completed Investigation Claim Form, and the **three (3) originally signed and notarized** Affidavits for each payee named on the warrant, to the address below:

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Once the documents have been received, we will begin to make a preliminary investigation into your claim. We may require additional information from you that will help to determine whether a forgery has taken place. We will notify you in writing within five business days after receiving your documents whether there is sufficient evidence to pursue your claim.

If it is determined that the indorsement is a forgery, it may take up to ten weeks or more to process your claim and provide you with a replacement check. If you are entitled to a replacement check, we urge you to have it directly deposited into your savings or checking account, since it is the quickest and safest replacement method. For authorization to deposit your replacement check directly into your savings or checking account (if you are entitled), please complete and sign an Authorization for Direct Deposit of Forgery Reimbursement form.

Thank you for your assistance in this investigation. We look forward to resolving this claim.

Very truly yours,

Warrant Division Staff