

**Instructions for completing the AFFIDAVIT/CLAIM FORM  
Regarding a request for either a  
DUPLICATE or STALE-DATED WARRANT/CHECK**

**Duplicate:** Checks/Warrants that are *within* one year of the date of issuance.

This is a request to reissue a check or warrant within the one-year period following the original issue date because it was lost, destroyed or never received.

**Stale-dated:** Check/Warrants that are *beyond* one year, but fewer than two (2) years from the date of issuance.

This is a request to reissue a check or warrant that has not been presented for payment within the one-year period from the date of original issuance. At the one-year mark, a check/warrant is void. The statute does have a provision for reissuance for one additional year pursuant to the following: “...at any time within one year after an unrepresented check or warrant has been voided” a person may request reissuance of that voided check/warrant if “there is a good and sufficient reason for failure to present the original check or warrant.” (see ARS 11-644 below)

**Please review each point below prior to submitting your claim.**

- Instructions: (numbers correspond to numbered blanks in the form)
  - (1) Print name of the person making the affidavit/claim statements (See NOTE re: Business if the name is a representative of a business or other organization.)
  - (2) Date the original warrant was issued, or approximate date if actual is not known.
  - (3) The amount in figures (ex: \$1,000.25) (Please print clearly.)
  - (4) Signature of the Claimant (be sure to sign in the presence of the Notary Public).
  - (5) This box to be completed by the Notary Public.
  - (6) If known, the number of the warrant or check
  - (7) If known, the exact original issue date of the warrant or check
  - (8) Check the appropriate box below for the reason for the warrant or check. If the appropriate reason is not listed, check “Other” and explain.
  
- Please attach the original warrant/check or a copy of the warrant/check if available.
  
- Note re: Business or other organization/entity – If the signer of the affidavit/claim form is the representative of an entity rather than an individual, please provide a document on entity letterhead designating the signer as authorized to sign for the entity.
  
- Additional required information for Stale-dated check/warrant claims:

You must provide a statement and/or other documentation demonstrating that there is good and sufficient reason for the failure to present the original check or warrant for payment within one year of its issuance.

Below are relevant Arizona Revised Statutory references regarding issuing duplicate warrants and Stale-dated warrants or checks. (statutes as of April 2014)

**Duplicate:** Checks/Warrants that are ***within*** one year of the date of issuance.

**11-632. Issuance of duplicate warrant**

A. When it appears to the satisfaction of the board or county school superintendent by affidavit or otherwise that a warrant on the county treasurer has been lost or destroyed prior to payment and there is no reasonable probability of its being found or presented, the board may direct the issuance to the owner of a duplicate of the lost or destroyed warrant. Before issuing the duplicate, however, the board or county school superintendent shall send a written stop payment notice to the county treasurer, giving the number, amount and date of the warrant, the payee and the fund on which drawn. Such duplicate warrant issued under authority of this section shall constitute full and sufficient authority to the county treasurer for disbursement of public monies in the amount set forth on the duplicate warrant. The county treasurer shall not pay any warrant on which a stop payment notice has been made unless the board has released the stop payment in writing.

B. The board of supervisors shall establish procedures for issuing duplicate warrants that protect the county and provide the owner with a duplicate warrant within a reasonable time.

**Note** regarding **STALE-DATED CHECKS OR WARRANTS**

The Arizona Revised Statutes **do not** provide for re-issuance of a warrant **beyond two (2) years** from the date of issuance. Please see ARS 11-644 below.

**Stale-dated:** Check/Warrants that are ***beyond*** one year, but less than two (2) years from the date of issuance.

**11-644. Failure to present county check or warrant for payment**

A. A check that is drawn by the county treasurer in the treasurer's official capacity or a warrant that is drawn on the county general fund and that is not presented for payment within one year after the date of issuance is void, is deemed to have been paid and is not subject to section 44-302. A check or warrant that is not presented for payment within one year has no further force or effect and any monies shall be transferred or revert to the county general fund or other appropriate fund.

B. At any **time within one year after an unpresented check or warrant has been voided** as provided in subsection A of this section, the person in whose favor the check or warrant was drawn, or the person's personal representative, successors or assignees, may present a claim for the amount of the check or warrant to the board of supervisors. If the board finds that the claim is legitimate and that there is good and sufficient reason for failure to present the original check or warrant, the board may allow the claim and order it to be paid from the county general fund or other appropriate fund.