



Maryland
STATE
TREASURER

Investing for Maryland's future.

BANKING ST-153
R*STARS VENDOR/PAYROLL
CHECK REQUEST
UNDELIVERABLE &
UNPRESENTED FUNDS

SECTION I.

Banking Reconciliation Unit

Maryland State Treasurer

80 Calvert Street, Ste 414

Annapolis, MD 21401

Ph: (410) 260-7270

Email: ST153_UDUPchecks@treasurer.state.md.us

Date:

Agency Name:

Agency Address:

Address Cont'd:

Agency Phone:

(Request will not be processed without Agency information)

SECTION II.

*****NOTE: If check is in "U" Status, contact General Accounting Division at 410-260-7814*****

1. UNDELIVERABLE = "N" Status

UNDELIVERABLE RE-ISSUE PAYMENT: Please issue the check described below from the Undeliverable fund.
Attach Remittance Advice

UNDELIVERABLE RECOVER: Please recover the check described below from the Undeliverable fund.
Please state the reason why vendor is not entitled to funds and attach proper backup documentation.

Reason:

2. UNPRESENTED = "E" Status

UNPRESENTED RE-ISSUE PAYMENT: Please issue the check described below from the Unpresented Fund.
Attach Remittance Advice and/or Original Check

UNPRESENTED RECOVER: Please recover the check described below from the Unpresented Fund.
Please state the reason why vendor is not entitled to funds and attach proper backup documentation.

Reason:

SECTION III.

All original check payment information listed below must be completed on this form.

| | |
|----------------------------|---------------------|
| 1. Financial Agency Code | 2. Vendor Number |
| 3. Check Number | 4. Check Issue Date |
| 5. Check Amount | 6. Vendor Name |
| 7. Vendor Address | |
| 8. Auth. Signer Name | 9. Email Address |
| 10. Auth. Signer Signature | |

FOR USE BY BANKING RECONCILIATION UNIT ONLY

I certify that the money is in the Undeliverable/Unpresented Fund and has not been re-issued previously.

| | | | |
|----------------|-----------------|---------------|---------------|
| Date Received: | Date Recovered: | Recovery Nbr: | Emp Initials: |
|----------------|-----------------|---------------|---------------|