

## Human Resources Branch Memorandum

SUBJECT: <b>Lost or Destroyed Payroll Warrant</b>	NUMBER: <b>HRB 19-021</b>
	DATE ISSUED: <b>7/29/19</b>
DISTRIBUTION: <b>Administrative Officers, Personnel Liaisons, Personnel Specialists and Sr. Personnel Specialists</b>	EXPIRES: <b>Until Superseded</b>

Action Required       Informational Only       Control Agency Directive

### Purpose

The purpose of this memorandum is to outline the process for reporting a lost or destroyed payroll warrant and the procedure to request a duplicate.

### Authorities

- State Controller's Office – Payroll Procedures Manual Section I 320 – I 322
- [Department of General Services – State Administrative Manual Section 8426.2](#)
- [Government Code Section 12478](#)

### Stop Payment or Duplicate Warrant Process

The following is the process that the Personnel Specialist must follow to place a stop payment and request a duplicate warrant:

- A. Process when a payroll warrant is lost or destroyed **Prior** to the employee taking possession.

#### Employee or Program Representative Responsibility:

1. Notify the designated Personnel Specialist upon discovering that the warrant is missing.

#### PS Responsibility:

1. Complete a Form CD-113B "Proof of Lost or Destroyed Payroll Warrant and Request for Issuance of Duplicate Warrant".
2. Fax the completed form to the State Controller's Office (SCO), Administration and Disbursements Division (Fax #: 916-445-5759).

#### SCO Responsibility:

1. Issue a stop payment on the original payroll warrant.

2. In the event that the original warrant has not been cashed by the SCO, a duplicate warrant will be issued within three to five working days from the receipt of the Form CD-113B.
3. In the event that the original warrant has been cashed, the SCO will send a copy of the front and back of the cashed warrant with the CD-113B to the department.

B. Process when a payroll warrant is lost or destroyed **After** the employee takes possession.

Employee Responsibility:

1. Notify the designated Personnel Specialist upon discovering that the warrant is missing.

PS Responsibility:

1. Complete the top portion of the [STD. 435](#) "Request for Duplicate Controller's Warrant/Stop Payment" form to request a duplicate warrant to replace a lost or destroyed warrant. The [STD. 435](#) is a three-page form including:
  - Page 1 – The legal affidavit requesting a duplicate warrant.
  - Page 2 – Instructions to the Payee
  - Page 3 – An optional agency notification of duplicate warrant issued and mailed.
2. Send the completed form to the employee for certification portion of the [STD. 435](#).

Employee Responsibility:

1. The payee (employee) must complete the certification portion of the form.
2. Send the completed [STD. 435](#) with original wet signatures by mail to the State Controller's Office, Administration and Disbursements Division:

State Controller's Office  
Administration and Disbursements Division - Post Issuance Unit  
P.O. Box 942850  
Sacramento, CA 94250-5871

SCO Responsibility:

1. Upon receipt, SCO will verify the status of the original warrant.
  - a. If the warrant has been cashed, a duplicate check will not be issued. SCO will send a photocopy of the front and back of the warrant with the [STD. 435](#) to the Department.
  - b. If the warrant is still outstanding, SCO will place a stop payment on the original warrant and issue a duplicate warrant within seven working days.

Please note the following:

- The duplicate warrant will be issued with the original warrant number and mailed to the Department for distribution to the employee.
- The Earnings Statement and Deductions portion of the payroll warrant cannot be reproduced on a duplicate check. The PS should provide the employee this information, if requested.
- If the original warrant is recovered after a duplicate warrant has been requested, the original warrant must be returned to SCO. The original warrant is no longer valid and will not be honored by the State Treasurer's Office.

**Contact**

For questions from the Administrative Officers or Personnel Liaisons, please contact your assigned Personnel Specialist.

Personnel Specialists please direct questions to your supervisor or manager.