

REQUEST FOR DUPLICATE CONTROLLER'S WARRANT / STOP PAYMENT

STD 435 (REV. 9-2000) (Page 1)

DATE REQUESTED		AGENCY TELEPHONE NUMBER	WARRANT NUMBER
REQUESTING AGENCY		UNIT/SECTION	DATE ISSUED (MMDDYY)
IDENTIFICATION NUMBER		AMOUNT (Net Only)	
NAME (Exactly as it appears on warrant)		FUND NUMBER	
NAME ADDRESS AND ZIP CODE	SCO USE ONLY		
	STATUS		
	EFFECTIVE STOP DATE		
	REPLACEMENT NUMBER		
	REPLACEMENT DATE		

RETURN TO: State Controller, Administration and Disbursements Division, P.O. Box 942850, Sacramento, California 94250-5871

IMPORTANT! SEE INSTRUCTIONS (on reverse)

I, _____
 mailing
 address _____
 Street City State Zip Code

certify or declare:

That the State of California Controller's warrant described above was never received; lost/destroyed; stolen on or about _____ (give date, including year), under the following circumstances:

That declarant is the owner or custodian of said warrant, has not cashed or transferred same, and is entitled to possession thereof; or the corporation, partnership, or government agency in whose behalf declarant makes this application, is the owner or custodian, has not cashed or transferred same, and is entitled to possession thereof.

(if a corporation is owner or custodian) That declarant is an officer, to wit _____
 Title

of, _____, a corporation and is authorized to make this application and enter into the indemnity agreement provided herein on behalf of said corporation.

Application is made to the State Controller to issue a duplicate warrant in lieu of said original warrant, and declarant, or partnership or corporation in whose behalf he applies, agrees to indemnify and hold harmless the State, its officers and employees, from any loss resulting from the issuance of said duplicate warrant. (This indemnity agreement is not applicable if the payee of the lost or destroyed warrant is any governmental agency or officer thereof; or if the State of California, agency or officer thereof, is owner or custodian.)

I/We certify (or declare) under penalty of perjury that the foregoing is true and correct.

SIGNATURE OF DECLARANT(S)		DATE SIGNED
1.		DATE SIGNED
2. TITLE (If signing for Corporation, Partnership or Government agency)		
CORPORATION, PARTNERSHIP, OR GOVERNMENT AGENCY NAME (If applicable)		
DAYTIME TELEPHONE NUMBER (Include Area Code) ()		

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(This form is to be completed by the Requesting Agency)

WARRANT NUMBER

DATE ISSUED (MM/DD/YYYY)

AMOUNT (NET ONLY)

NAME (EXACTLY AS IT APPEARS ON WARRANT)

NAME
ADDRESS
AND ZIP
CODE

The State Controller's Office issued and mailed a duplicate warrant to the payee listed above on _____

Agency Address: (required)

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INSTRUCTIONS

1. The completion of this application form and its return to the office at the address below will enable the State Controller to issue and send to you a duplicate warrant to replace the original which was reported never received, lost/destroyed, or stolen.
2. If you receive the original warrant prior to completing this form:
 - A. Cash the original warrant;
 - B. Destroy this form.
3. Please fill out the form carefully and completely. All blanks must be filled. An individual applying in his/her own behalf need not show his/her title, or name of firm, corporation, or governmental agency.
4. If the warrant is drawn to more than one payee, each must sign the application. Each payee must sign his or her own name as it appeared on the original warrant.
5. **DO NOT CASH THE ORIGINAL WARRANT ONCE THE APPLICATION HAS BEEN SIGNED AND RETURNED TO THE STATE CONTROLLER'S OFFICE!** If the original warrant is presented for payment, it will not clear through the banking system, and processing charges may result. The original warrant is invalid and should be returned to this office if received or recovered.
6. Please note the warrant number and issue date for your records. Inquiries can be made to the original issuing agency (see top of first page).
7. Return all pages to the State Controller's Office.
8. Mail completed application to:

State Controller's Office
Administration & Disbursements Division - Post Issuance Unit
P.O. Box 942850
Sacramento, CA 94250-5871
Telephone: (916) 445-3903