



OFFICE OF THE
ORANGE COUNTY AUDITOR-CONTROLLER

ANDREW N. HAMILTON, CPA
AUDITOR-CONTROLLER

AFFIDAVIT OF CHECK REISSUE INSTRUCTIONS

If you or your business is the payee of a check that was issued by the County of Orange within the past 2 ½ years and the check is lost or destroyed, or if you are in possession of an original check which has become voided but was issued by the County of Orange, you may request a replacement check by completing the required affidavit form and mail in the reissue packet per instructions below.

The affidavit form must be filled out in its entirety including payee name, check number (at least the last 4-digit numbers or payment reference number), check date, and check amount. When multiple checks with the same payee's name are requested for reissue all at once, a detail list of check numbers, check dates, and check amount requested must be attached to the affidavit. One affidavit form must be completed for each payee.

The affidavit form must be *signed* with wet ink and the signature must be original. No copies or eSignatures are accepted. The affidavit form must also be *notarized* when the original check is not attached. All required documents must be submitted via mail. Fax or email request will not be accepted.

INDIVIDUAL, SOLE PROPRIETOR, or SINGLE-MEMBER LLC

- Complete the affidavit form titled "AFFIDAVIT (*Individual / Sole Proprietor / Single-Member LLC*)" located [here](#).
- If your current mailing address is different from the original check, please provide evidence that links the payee to the mailing address listed. Examples of evidence that can be accepted as proof of address includes the following: drivers license, utility bill, or bank statement.
- If the payee has a business name and the entity is a Sole Proprietor or a Single-Member LLC, the affidavit must be completed by the owner and the proof of title must be attached.

CORPORATION or LIMITED LIABILITY COMPANY (LLC)

- Complete the affidavit form titled "AFFIDAVIT (*Corporations and Other Business Entities*)" located [here](#).
- The affidavit must be signed by officers from each of the require groups:
 - *1st Signature* – must include one of the following: chairperson of the board, president, or vice president.

- **2nd Signature** – must include one of the following: secretary, assistant secretary, chief financial officer, or assistant treasurer.
- The entity's name and both signers' business titles must match with the California Secretary of State statement of information records. If the signers' name or title cannot be verified against the CA Secretary of State website, proof of business title and corporate authorization to sign on behalf of the payee must be provided.
- If the payee is not formed in the state of California, please ensure to provide articles of incorporation, proof of business title(s) and authorization(s) to sign on behalf of the payee.
- If the current mailing address is different from the original check, please attach proof that shows the new mailing address.

PARTNERSHIP

- Complete the affidavit form titled "AFFIDAVIT (*Corporations and Other Business Entities*)" located [here](#).
- The affidavit must be signed by a General Partner.
- The entity's name and the General Partner's title must match with the California Secretary of State statement of information records. If the signers' name or business title cannot be verified against the CA Secretary of State website, proof of business title and partnership authorization to sign on behalf of the payee must be provided.
- If the payee is not formed in the state of California, please provide the partnership agreement and proof of General Partner title to evidence the ownership.
- If the current mailing address is different from the original check, please attach proof that shows the new mailing address.

TRUST

- Complete the affidavit form titled "AFFIDAVIT (*Corporations and Other Business Entities*)" located [here](#).
- The affidavit must be signed by the Trustee.
- Provide the trust agreement and proof of trustee title.
- If the current mailing address is different from the original check, please attach proof that shows the new mailing address.

GOVERNMENT ENTITY

- Complete the affidavit form titled "AFFIDAVIT (*Corporations and Other Business Entities*)" located [here](#).
- The affidavit must be signed by a government entity officer whose name and title can be found on the agency's website. If the agency does not publish officers'

names on the public website, the affidavit must be signed by the agency's head officer.

- If the current mailing address is different from the original check, please attached proof that shows the new mailing address.

PAYEE NAME with MULTIPLE INDIVIDUALS

- Complete the affidavit form titled "AFFIDAVIT (*Multiple Individuals*)" when the payee's name includes multiple individuals' names, located [here](#).
- The affidavit must be signed by all individuals whose names are jointly listed as the payee.
- When the affidavit is notarized, the individual whose name is listed as part of the payee may obtain their own notarization or a jointed notarization. When a jointed notarization is utilized, all individuals involved must sign on the same notarization form.
- If the current mailing address is different from the original check, please attach proof that shows the new mailing address.

PROBATE or ESTATE

- Complete the affidavit form titled "AFFIDAVIT (*for the Collection or Transfer of Property - California Probate Code Section 13100, et seq.*)" when the payee is deceased, located [here](#).
- The affidavit must be signed by the executor or the administrator of the estate and notarized.
- Provide a copy of the death certificate.
- Enclose proof of appointment of the executor or the administrator.

Once the steps above are completed, please mail back the complete packet including the original affidavit to:

ORANGE COUNTY
AUDITOR CONTROLLER
ATTN: CHECK WRITING
P.O. BOX 567
SANTA ANA, CA 92702-0567

Once your claim packet has been mailed to the Auditor-Controller at the address above, it can take up to 12 weeks for processing. If you have any questions, please email Check Writing Unit at: AskCheckWriting@ocauditor.gov. But please allow at least 10 weeks before contacting us on status.