



DECLARATION OF LOST, DESTROYED OR STALE DATED CHECK

I, _____, say as follows:

- I have been informed that check number _____, dated _____, for \$ _____ drawn by the Regents of the University of California against its account maintained with Wachovia Bank (Wells Fargo N.A) was issued to _____ as payee.
- I am the legal owner, or am entitled to possession of said check, and that it has been destroyed/lost/stale dated (**Circle one**). The facts of said destruction, loss or expiration so far as I know them are as follows:

- I agree that if a new check is issued to me in lieu of check number _____ which has been destroyed/lost/stale dated, and if check number _____ hereafter is placed in my possession, I will not negotiate, deposit or cash it, but forthwith will deliver it to The Regents of the University of California for cancellation.
- I further agree that, for and in consideration of the re-issuance to me of a check in lieu of check number _____, I will indemnify and hold harmless the Regents of the University of California against loss, damage, expense, or any other liability which may be suffered by The Regents, either directly or indirectly, by reason of the issuance of said duplicate check or by the original check still remaining.
- Based upon the foregoing declaration and subject to the foregoing conditions, I hereby request The Regents issue a new check to me in lieu of check number _____.

I certify, or declare, under penalty of perjury that the foregoing is true and correct.

Executed on (Date) _____ at (City) _____, (State) _____

Signature of Declarant: _____

Please check the delivery option below of where you would like the new check delivered:

Direct Deposit (ACH) You must already be set up for ACH: _____

Pick up from Financial Services 228 Aldrich Hall: _____

Mailed to address (provide correct address to mail the check):

Address: _____ City _____ State _____ Zip Code _____

Return this declaration to Accounts Payable at accounts-payable@uci.edu or mail to:

**UC Irvine
Accounting Office, Attn: Moana Contreras
228 Aldrich Hall, Irvine CA 92617-1050**