

FORGERY PROCEDURE

1. The Claimant shall contact the agency that issued the original warrant (check). The agency requests a copy of the warrant from the State Treasurer's Office.
2. The agency will download the Affidavit Form required by Wells Fargo Bank from the State Treasurer's Website (<http://treasurer.state.wy.us/>). The Claimant shall complete the affidavit form, have it notarized and then return it to the agency.
3. After the signed/notarized affidavit is returned to the agency, the agency will forward the ORIGINAL affidavit and any backup documentation to the Treasurer's Office.
4. The Treasurer's Office will make copies of all the paperwork and send the ORIGINAL paperwork to the bank.
5. The bank has 45 days to collect on the forged item. The money will be received electronically in the Warrant Clearing Account.
6. After the money is received from the bank, the Treasurer's Office will notify the agency and the agency will create a CR document to deposit the money.
7. The agency will create a GAX document to generate another payment to the Claimant.