

AFFIDAVIT FOR REISSUANCE OF A U.S. TREASURY PAYMENT

Questions may be directed to:

(Court unit or FPDO plus Phone Number)

Please complete, sign and return to:

Indicate your reason for requesting a replacement payment:

(Court unit or FPDO address)

Check was not received	Check was lost	Check was endorsed
Check was stolen	Check was mutilated	Other:

The criteria for receiving a replacement payment are as follows:

- If you receive the original check, immediately write "VOID" on the front of the check and return it to the address above.
- If the whereabouts of the lost or stolen check become known, notify the paying office at the address above.
- If for some reason, you negotiate the original check and receive a replacement payment, you must return the excess funds immediately to the address above.
- You should provide financial institution information to receive an electronic payment in the amount of the original check, **unless a waiver from Treasury has been obtained or is a juror replacement check.**
- If you submit a false claim, it will be construed as theft of government funds.

Pursuant to [18 U.S.C. § 287](#), whoever makes or presents to any person or officer of the Judiciary, any claim upon or against the United States, or any department thereof, knowing such claim to be false, fictitious, or fraudulent, shall be imprisoned not more than five years and shall be subject to a fine in the amount provided in this title.

By signing below, I (we) declare under penalty of perjury, under [18 U.S.C. § 287](#), that the information provided above is true and correct. I acknowledge that failure to honor the criteria contained herein may result in criminal prosecution.

Date signed:

Signature of Payee/Representative

Signature of Payee/ Representative (two payees)

For Judiciary Use Only

See: [Vol. 13, Ch. 4, § 470.20 \(Missing or Stolen Checks\)](#)

Payee information:

Name(s): _____ Check Amount: _____

Street Address or PO Box: _____

City: _____ State: _____ Zip: _____

Identify the status of the original check and replacement payment:

Original Document #: _____ Date issued: _____

Replacement Document #: _____ Date reissued: _____

Approved for re-issuance by: _____ Signature: _____

Identify the purpose of this payment (i.e., jury fees, accounts payable, case proceeds, etc.):

AO 1166

Instructions for the Re-issuance for a Missing or Stolen U.S. Treasury Check

Occasionally, a U.S. Treasury check mailed to a vendor/payee may need to be reissued due to the original check becoming lost or stolen. Court units and Federal Public Defender Organizations (FPDO) should follow the guidance for missing or stolen checks prescribed in [Vol. 13, § 470.20 \(Missing or Stolen Checks\)](#). This process begins with missing or stolen checks being immediately reported to the Payment Management Branch (PMB) of the Administrative Office (AO) using [AO Form 1165 \(Payment Cancellation and Status Request\)](#). PMB will use the U.S. Treasury Check Information System to determine whether the original check has been negotiated. Failing to validate the status of a U.S. Treasury check could subject a court unit executive (CUE) or Federal Public Defender (FPD) to an improper payment should the court unit or FPDO issue a replacement payment when the original check has been negotiated by the vendor/payee.

A vendor/payee requesting a replacement payment must provide assurances to the issuing court unit or FPDO that the original payment was not received and/or negotiated. Court units or FPDOs are required to complete AO 1166 prior to re-issuance. AO 1166 will:

- provide instructions to the vendor/payee;
- identify and provide the original check information; and
- provide supporting information for a CUE or FPO should the vendor/payee negotiate the original Treasury check as well as the replacement payment (i.e., the vendor/payee received and cashed duplicate payments).

AO Form 1166 must be completed and retained as prescribed in [Vol. 13, § 470.20 \(Missing or Stolen Checks\)](#).

Should a court unit or FPDO be notified that the original check was negotiated by the vendor/payee and a replacement payment has been issued, the court unit or FPDO must immediately attempt to collect the excess funds from the vendor/payee and receipt the funds as prescribed by [Vol 13, § 310.40 \(General Receipting Process\)](#).