



**Illinois State Treasurer's Office
Warrant Division/Forgery Section
1 East Old State Capitol Plaza
Springfield, IL 62701
Phone: (217) 782-4117**

**LETTER OF INSTRUCTION:
HOW TO SUBMIT A FORGED CHECK CLAIM**

Dear Internet User:

This letter provides the necessary information to submit a claim for a forged check investigation with the Illinois State Treasurer's Office.

You will need to complete and return **three (3) originally signed and notarized** Forged Check Affidavits and **one (1) Forged Check Investigation Claim Form**. If the check was payable to more than one person, each person must sign and have notarized three (3) separate Forged Check Affidavits. You must also provide a copy of the check(s) in question, including the front and back which shows the endorsement. If you do not have a copy of the check, please contact the Comptroller's Office at (217) 782-5897 or (800) 877-8078 to obtain a copy.

Send a copy of the check(s), a valid copy of your driver's license or state I.D., a completed Investigation Claim Form, and the **three (3) originally signed and notarized** Affidavits for each payee named on the check, to the address below:

**Illinois State Treasurer's Office
Attn: Warrant Division/Forgery Section
1 East Old State Capitol Plaza
Springfield, IL 62701**

Once the documents have been received, we will begin to make a preliminary investigation into your claim. We may require additional information from you that will help to determine whether a forgery has taken place. We will notify you in writing within five business days after receiving your documents whether there is sufficient evidence to pursue your claim.

If it is determined that the endorsement is a forgery, it may take up to ten weeks or more to process your claim and provide you with a replacement check. If you are entitled to a replacement check, we urge you to have it directly deposited into your savings or checking account, since it is the quickest and safest replacement method. For authorization to deposit your replacement check directly into your savings or checking account (if you are entitled), please complete and sign an Authorization for Direct Deposit of Forgery Reimbursement form.

Thank you for your assistance in this investigation. We look forward to resolving this claim.

Sincerely,

Warrant Division Staff