# **REVENUE ALLOCATION PLAN**

## **CLAIM FOR LOST CHECK - INSTRUCTON**

**INSTRUCTIONS**

The following is a list of instructions for the “Claim for Lost Check” process:

* The Claim for Lost Check starts with the RAP Office.
* RAP needs to know the exact month, date and amount to begin.
* When the payee determines the exact month, date and amount RAP will verify if the check is outstanding.
* If the check is outstanding or not cashed the RAP Office, will complete a lost claim to mail or pick up at the RAP Office to notarize.
* Notarize lost claim is returned to the RAP Office, 401 Fort Road or mailed to P O Box 151, Toppenish, WA 98948.

**DOCUMENTS**

1. Notarize Claim for Lost Per Capita Form.
2. Will accept email, fax or mail to the following: email, fts\_rap@yakama.com, fax, 509-865-2331 or mail to, Attn: RAP, PO Box 151, Toppenish, WA 98948.

**AFTER LOST CLAIM RETURN**

1. Upon return of the notarized Claim, clear checks are researched a second time.
2. If there is a cleared check, a copy of the cashed check and cleared check letter is mail to the payee for their information.
3. If a check is outstanding or not cashed the check is, deemed a void or cancel check by the bank.
4. If the payee cashes a check other than a bank, the payee is responsible to repay the vendor plus fees.
5. Mailing of replacement check will go to the current address on file.
6. If the original and replacement check are cashed the payee’s next per capita is held for duplicate payment and responsible for all other fees.
7. If the address has changed it is urgent to update the address for the replacement check to be mailed to the correct address to avoid further loss.
8. Direct Deposit services are available for checks.

For question call the RAP Office at 509-865-5121, extension 4419, 4420, 4424, 4443 or 4421.