

Pursuant to MCA, 17-8-303, the State Treasury may, upon proper showing by affidavit, issue a new warrant to the payee or legal owner of the stale-dated warrant. This affidavit, properly completed, must be prepared and submitted to the Department of Administration before a replacement warrant can be issued. Incomplete or altered forms will not be accepted.

To Be Completed by Agency Representative

1) Business Unit	2) Voucher ID	
3) Reference (Warrant Number)	4) Issue Date (mm/dd/yyyy)	5) Vendor No.

To Be Completed by Payee or Legal Owner

1) Warrant Amount 9 (Required)	2) Disposition of Warrant (check appropriate box) <input type="checkbox"/> Warrant Attached <input type="checkbox"/> Disposition Unknown	
3) Payee Name (Required)	4) Legal Owner (if other than payee)	
5) Legal Owner's SSN or Federal Tax ID (Required)	6) Legal Owner's Phone Number	

7) Legal Owner's Mailing Address (Limited to 40 Characters per line)

Line 1 _____

Line 2 _____

City _____

State/Province _____ Postal Code _____

Country _____

8) Affiant's Signature (all affiants must sign)	Date
_____	Date

9) Notorization

Before the stale-dated warrant is presented to the Department of Administration, the affiant's signature appearing hereon **must** be affixed before, and certified by a Notary Public.

State of _____

County of _____

Signed and sworn before me this _____ day of _____, 20 _____ by _____

Signature of Notary

Notary Name (typed, stamped, or printed)

Notary Public for the State of

Residing at

My Commission Expires

Notary's Seal

To Be Completed by Department of Administration

Vendor No:	Add:	Voucher ID:	Date:	By:
Approved:	Date:	Replacement No:	Date:	
Status Updated:	Date:			

Instructions for Stale-Date Warrant Replacement Affidavit

1. Complete boxes 1 – 8. Under the; To Be Completed by Payee or Legal Representative.
2. Box 9 must be completed unless payee has original or legal copy of warrant (check). Warrant must be mailed back with affidavit. If the payee does not have the legal copy of the warrant the document must be notarized.
3. To have a payment sent by EFT (electronic funds transfer, i.e., direct deposited), please submit a voided check or a direct deposit form that has been completed and signed by your bank. No Deposit Slips please.
4. Mail or fax the completed Stale-Date Warrant Replacement Affidavit to:

Department of Administration
PO Box 200102
Helena, MT 59620-0102