

FOR OFFICE USE ONLY (ТОЛЬКО ДЛЯ СЛУЖЕБНОГО ИСПОЛЬЗОВАНИЯ)

INSTRUCTIONS

AFFIDAVIT OF FORGED ENDORSEMENT, DSHS 09-052

A. USE

Use this form when notified by Disbursements that a previously declared lost, stolen, or destroyed warrant has been cashed and the client claims the signature is a forgery. See Affidavit Lost, Stolen or Destroyed Assistance Warrant, DSHS 07-008.

Disbursements sends a copy of the cashed warrant to the Community Services Office so the client can verify if the signature on the warrant is their own. If the client states the signature on the warrant is not theirs, initiate the DSHS 09-052 and send it to Disbursements.

Disbursements screens the DSHS 09-052(X) before sending it to the State Treasurer. When the State Treasurer receives a DSHS 09-052 from Disbursements, they use the form to reclaim funds paid in error to a cashing institution because of a warrant forgery. Return the completed form immediately so that collection can be pursued by the Treasurer's Office.

B. COMPLETION

1. Print or have typed:
 - a. The county in which the forged endorsement is notarized.
 - b. The complete warrant number. Use a separate affidavit for each warrant.
 - c. The complete case number.
 - d. The payee's name.
 - e. The complete warrant number.
 - f. Date and year of issued warrant.
 - g. Amount of warrant.
 - h. Signature of payee (person who signed warrant). If there is a Protective Payee (PP), the PP must sign the form not the client.
 - i. Address of payee.
2. The payee must sign the form in the presence of a Notary Public.
3. The Notary Public will complete the remainder of the form.

C. DISTRIBUTION

1. Send notarized original and one copy to: OAS/Disbursements, Mail Stop: 45842.
2. File one copy in the Electronic Case Record.

Send an English version of the form when sending a notarized original and one copy of a non-English version of the DSHS 09-052. The English version of the form does not require the client's signature.

COPIES: Original and One Copy – Disbursements; Copy – Financial File