



Affidavit to Obtain a Replacement of Original Warrant

COMPLETE IN BLUE INK ONLY

Description of Warrant – For district use only

Payroll Warrant Vendor Warrant

NAME OF PAYEE ON WARRANT			EMPLOYEE SSN (last 4 digits) FOR PAYROLL ONLY	
ADDRESS OF PAYEE				
WARRANT NO.	ISSUE DATE	AMOUNT (NET PAY - PAYROLL) \$	NAME OF SCHOOL DISTRICT OR AGENCY	NO.

District or County Contact

DATE OF THIS REQUEST	FIRST AND LAST NAME OF SCHOOL DISTRICT/ COUNTY CONTACT PERSON	TELEPHONE NUMBER OF PERSON EXTENSION ()
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Certification

To be completed by person requesting replacement warrant

As a *payee* or legal custodian, if a replacement warrant is issued, a **stop payment** will be placed on the original warrant. *I understand that I cannot cash the original warrant indicated above if it comes into my possession, and that if it does come into my possession, I must return it to the above named school district office or the Colusa County Office of Ed immediately. I also understand that I am responsible for any fees incurred if I attempt to cash the original warrant. Additionally, I agree to repay the Colusa County Office of Ed the amount of this replacement warrant plus interest and reasonable collection expense if my actions have caused the Colusa County Office of Ed to issue a replacement warrant and it is not owed to me.*

Please print out below the circumstances which caused the loss, destruction, mutilation etc.

The warrant was **not** endorsed was endorsed was endorsed "For Deposit Only"

I certify, under penalty of perjury, that the above information is true and correct.

SIGNATURE OF PERSON CERTIFYING (PAYEE)	DATE SIGNED
PRINT NAME	TELEPHONE NUMBER ()

Handling of Replacement Warrant

WILL PICK UP AT THE COUNTY OFFICE FORWARD TO DISTRICT OFFICE MAIL

COUNTY CONTACT PERSON'S SIGNATURE	DATE SIGNED
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Codes relating to Affidavits and replacement warrants: 1. Government Code 29850-28953.5 2. Ed Code 85270	Government Code: 29853.5 (1) You must wait five working days , or a lesser period if permitted by the county, from the date the warrant was mailed in cases where the warrant has been " lost in the mail ". After the five day waiting period you are entitled to file an affidavit.	Government Code: 29853.5 (2) If the warrant was not lost in the mail, an affidavit may be filed immediately with the county.	Government Code: 29853.5 (b) When the affidavit has been signed by the legal owner, the county shall issue a replacement warrant no later than five working days from the date the affidavit has been signed and filed with the county. The replacement warrant is issued in lieu of the original warrant.
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Submit this ORIGINAL AFFIDAVIT completed in BLUE INK to

Colusa County Office of Education
 Attention: Payroll or Accounts Payable Department
 345 5th Street,
 Colusa, CA 95932