

Request for an Accounting Correction

For Checks Received That Involve an NSF, a Redeposit and/or a Duplicate Payment OR a Removal of a Recorded Receivable

| | | | | | |
|-----------------------|--|--------|--|-------|--|
| Requestor's Name | | Agency | | Phone | |
| Requestor's Title | | Email | | | |
| Requestor's Signature | | | | Date | |

Information about the check for which the accounting correction is to be made.

| | | | | | |
|-----------------|--|---------------|--------------|--------|--|
| Document JCN | | Document Date | | Amount | |
| Remitter's Name | | | Check Number | | |

Please attach copies of required supporting documentation. No accounting corrections can be approved if any goods or services were rendered to the remitter or the remitter owes any amount to the State related to the transaction for which the original check was presented. Accounting corrections can only be made for items that have been deposited and recorded in AFIS. Requests to write-off or modify the amount of any debt must be sent to the Office of the Attorney General. If not approved, this will be returned to the requestor.

For the boxes immediately below, please check the box that corresponds with the reason for this request / justification for the correction. Supporting documentation need not be attached.

| | |
|--------------------------|---|
| <input type="checkbox"/> | 1. The remittance was for a license or renewal fee that was either never issued or immediately revoked. |
| <input type="checkbox"/> | 2. The check represents a duplicate payment. Please enter the information relating to the original check in the "Original Check" section provided below. |
| <input type="checkbox"/> | 3. A replacement check was erroneously recorded as revenue instead of settlement of an NSF receivable. Please enter the information related to the original NSF check this check replaces in the "Original Check" section below. |

| | | | | |
|-----------------------|------------------|--|-----------------|--|
| Original Check | Remitter | | | |
| | Check Number | | Amount of Check | |
| | Deposit Document | | Document Date | |

For the boxes immediately below, please check the box that corresponds with the reason for this request / justification for the correction. The "Detailed Explanation" must explain why there is no longer a debt owed to the State; depending upon circumstances, supporting documentation may be required.

| | |
|--------------------------|---|
| <input type="checkbox"/> | 4. The remittance was for goods or services—other than license or renewal fees—that were not delivered or rendered. Please explain in the "Detailed Explanation" section below. |
| <input type="checkbox"/> | 5. The amount is one that was recorded as an account receivable in AFIS and has been determined to be uncollectible by the OAG and reviewed and approved for write-off by the JLBC. |
| <input type="checkbox"/> | 6. Other. Please explain in the "Detailed Explanation" section below. |

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|-----------------------------|--|
| Detailed Explanation | |
|-----------------------------|--|

IMPORTANT: Sections of Form Found Below Are for GAO-AFIS Unit Use Only!

| Approved | Rejected | By | EIN | Signature | Date |
|--------------------------|--------------------------|------|-----|-----------|------|
| <input type="checkbox"/> | <input type="checkbox"/> | P&C | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | AFIS | | | |

| | |
|---------------------------|--|
| Reason for Rejection | <input type="checkbox"/> A debt may still exist <input type="checkbox"/> Other: |
| Instructions to Requestor | <input type="checkbox"/> Send Request to Attorney General <input type="checkbox"/> Other: |