

Request for an Accounting Correction
For Checks Received That Involve an NSF, a Redeposit and/or a Duplicate Payment

Requestor's Name		Agency		Phone	
Requestor's Title		Email		Request 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 all supporting documentation, including deposit documents, copy of check, correspondence, etc.

No accounting corrections can be approved if the remitter owes any amount to the State related to the transaction for which the original check was presented.

Requests to write-off or modify the amount of any debt must be sent to the Office of the Attorney General.

If this request is approved, you will be notified by your agency's GAO Liaison. If it is **not** approved, it will be returned to the requestor.

Please check the box that corresponds with the reason for this request / justification for the correction.

<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	
<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. Other. Please explain in the "Detailed Explanation" section below.			
Detailed Explanation				

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

Approved	Rejected	Released	Status Updated	By	EIN	Signature	Date
<input type="checkbox"/>	<input type="checkbox"/>			P&C			
<input type="checkbox"/>	<input type="checkbox"/>			Mgt			
		<input type="checkbox"/>		AFIS			
			<input type="checkbox"/>	Opns			

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