



Department of
Taxation and Finance

Treasury – General Checking

NYS Tax and Finance - Division of Treasury

Jess McClune

Director of Accounting Operations

Overview of Treasury

Deputy Commissioner and State Treasurer: Christopher Curtis

**Bureau of Financial Operations
Control and Analysis**

Directors: Jess McClune, Mike Barringer

Fulfills the Commissioner's responsibilities as joint custodian, along with the Office of the State Comptroller, for the State's General Checking account and the Department of Labor's Unemployment Insurance Benefit Fund. Also fulfills the Commissioner's responsibilities as sole custodian or fiscal agent for approximately 80 accounts, and manager for the Personal Income Tax disbursement accounts.

Treasury
Sole Custody
Entities

- 1. Department of Financial Services - Special Funds
- 2. Workers' Compensation Board (WCB) - Special Funds
- 3. State Insurance Fund
- 4. New York State Teachers' Retirement System
- 5. Department of Labor's Unemployment Insurance Benefit Fund
- 6. State University Construction Fund
- 7. Housing Finance Agency
- 8. Housing Trust Fund Corporation (includes Governor's Office of Storm Recovery)

**Bureau of Cash Management
and Investments**

Director: Mike Wukitsch

Provides financial services to 15 State agencies and public authorities (listed below), including management of a \$7.5 billion fixed income portfolio.

- 9. NYS Affordable Housing Corporation
- 10. Homeless Housing Assistance Corporation
- 11. Job Development Authority
- 12. New York State Energy Research and Development Authority
- 13. Jacob Javits Convention Center
- 14. Nelson A. Rockefeller Empire State Performing Arts Center
- 15. DASNY/SUNY Resident Halls Debt Service Funds

Agenda – General Checking

- Receipt of Funds
- Release of Payments
- Undeliverable Checks
- Check Stop Requests
- Check Copies and Forgery Claims
- Abandoned Property Letters

Receipt of Funds



Department of
Taxation and Finance

Receipt of Funds

- Treasury receives funds both by checks and electronically by wire and ACH on behalf of all state agencies.
- Funds must be accounted for in SFS:
 - Refund of Appropriation – “1286”
 - Revenue Deposit – “909” (also could be a “3312”)

Check Deposits

- April 1, 2024 – March 31, 2025
 - 69,200 checks deposited
 - Totaling \$937 million



GFO VII.2.C Direct Journal Payment & Payment Worksheet – Treasury Requirements

GFO VII.3.B AP Adjustment Voucher – Treasury Requirements

Ways to get Checks to Treasury

- USPS Mail

New York State Taxation & Finance
Division of Treasury - Accounting
PO Box 22119
Albany, NY 12201-2119

- OGS Courier or Parcel Delivery (FedEx, UPS, etc)

New York State Taxation & Finance
Division of Treasury - Accounting
110 State Street, 2nd Floor
Albany, NY 12201-2119

- Agency Drop Off

- Go to 110 State Street's entrance from Howard Street (behind building, to the left of the loading dock)
- Use call box to the right of the door to let security know you have a deposit for Treasury.
- Once inside, walk to the end of the hall and the Treasury Deposit drop off is on the left.



Checks


Please do not have checks sent directly to Treasury by customers – we do not know what to do with them and will return them to the sender.

Check Deposits - When you will hear from us

- The 909 or 1286 does not exist in SFS.
 - The 909 or 1286 should be entered in SFS before checks are mailed to us.
- We cannot approve the 909 in SFS.
- The amount of the checks does not equal the amount of the 909 or 1286.
 - For 909s, we are checking against the total amount of the 909.
 - For 1286s, we are checking against the sum of the lines with the cash account code (59999).

Failed Check Deposits

- “Write offs”
- We will provide a copy of the check that failed to deposit.
- It is important that agencies key a negative 909 or a reversing 1286 as soon as possible, so that the fund is adjusted correctly and not overstated.

 Send	From ▾	Treasury.Mailbox.Accounting.Unit@tax.ny.gov
	To	
	Cc	
	Subject	Write off

Hello-

The bank informed us that a check related to deposit BU: XXXXX ID: XXXXXXXX (X for \$XXX.XX) have bounced. Please prepare a negative 909(s) to reverse this portion of the original deposits, add the attachments, select the "Complete" box, and save. Then please reply all to this email providing us at Treasury with the new ID number(s) so that we can send the information to OSC to post it in SFS, reversing this portion of the original deposits.

I have attached the backups for your reference.

Thank you.

Treasury Accounting Unit

New York State Department of Taxation and Finance

110 State Street, 2nd Floor, Albany NY 12207

Treasury.Mailbox.Accounting.Unit@tax.ny.gov

www.tax.ny.gov

Electronic Receipts

- April 1, 2024 – March 31, 2025
 - 9,900 wires and ACHs
 - \$39.7 billion
- We receive hundreds of credits each day into general checking.
- Each item must be tracked, researched and outreached for by Treasury's accounting unit.

Bank Da	Addenda	Tran A
9/11/2024	CREDIT ADJUSTMENT	1,000.00
9/12/2024	Transaction Ref. No.:240912267465 Fed. Ref. No.:0912MMC	355,684.00
9/13/2024	MERCHANT SVCS MERCH DEP 8036921925	3,300.00
9/23/2024	CREDIT ADJUSTMENT	11,266.00
9/24/2024	DIRECT DEPOSIT, GEN DIGITAL INC 121983	692.64
9/25/2024	Write-Off	-13.00
9/26/2024	Transaction Ref. No.:240926442481 Fed. Ref. No.:092681Q8	768,985.80
9/26/2024	DIRECT DEPOSIT, FEMA TREAS 310 MISC PAY	14,133.82
9/26/2024	MERCHANT SVCS MERCH DEP 8023111480	832.93
9/26/2024	MERCHANT SVCS MERCH DEP 8039297208	488.40
9/27/2024	DIRECT DEPOSIT 015 TREAS 310 MISC PAY	21,501.04
9/27/2024	DIRECT DEPOSIT, TTECH SETTLE TtecSettle	5,000.00
9/27/2024	DIRECT DEPOSIT, COF MERCHANT SET DEPOSIT	3,025.00
9/27/2024	MERCHANT SVCS MERCH DEP 8039297208	1,596.68
9/27/2024	DIRECT DEPOSIT, COF MERCHANT SET CHARGBACKS	500.00
9/27/2024	MERCHANT SVCS MERCH DEP 8023111480	157.30
9/30/2024	DIRECT DEPOSIT, SAF BNP CORP PAY	630,000.00
9/30/2024	Transaction Ref. No.:240930542577 Fed. Ref. No.:0930MMQ	541,394.04
9/30/2024	DIRECT DEPOSIT, HUD TREAS 310 MISC PAY	84,765.98
9/30/2024	DIRECT DEPOSIT, TTECH SETTLE TtecSettle	3,500.00
9/30/2024	DIRECT DEPOSIT, AMERICAN E2610081291	850.00
9/30/2024	MERCHANT SVCS MERCH DEP 8039297208	231.68
9/30/2024	MERCHANT SVCS MERCH DEP 8023111480	128.73
10/1/2024	MERCHANT SVCS MERCH DEP 8023111480	80.00
10/1/2024	DIRECT DEPOSIT, TTECH SETTLE TtecSettle	7,000.00
10/1/2024	DIRECT DEPOSIT, CBP TREAS 310 MISC PAY	4,300.00
10/1/2024	DIRECT DEPOSIT, GSA TREAS 310 MISC PAY	2,000.00
10/1/2024	DIRECT DEPOSIT, CBP TREAS 310 MISC PAY	1,425.76
10/1/2024	DIRECT DEPOSIT, CBP TREAS 310 MISC PAY	1.00
10/1/2024	MERCHANT SVCS MERCH DEP 8036921925	3,600.00
10/1/2024	DIRECT DEPOSIT HRI ALBANY DIVISPAYMENTS	87,797.59
10/2/2024	Write-Off	-15.00
10/2/2024	Write-Off	-15.00
10/2/2024	DIRECT DEPOSIT, Morgan Stanley ACH CREDIT	3,185.00
10/2/2024	DIRECT DEPOSIT, SSA TREAS 310 MISC PAY	1,918.18
10/2/2024	DIRECT DEPOSIT, SSA TREAS 310 MISC PAY	2,574.53
10/2/2024	DIRECT DEPOSIT, SSA TREAS 310 MISC PAY	3,048.29

Electronic Receipts

- Please provide information related to the 909/1286 as soon as possible – could even submit a day or two ahead of time.
- Business Unit and Deposit ID or Voucher ID is sufficient for us to process.
- If the funds do not belong to your agency, please reply so we can follow up with other agencies.
- The accounting unit will follow up at least every 5 days. (Sooner for large receipts)
- We may return funds to sender if items are not claimed timely.

General Checking Receipt on 6/20/23 for \$1,588.08



tax.sm.Treasury.Mailbox-Accounting.Unit

To



7:24 AM

Funds were received in the State's General Checking Account, and the details are pasted below. It is believed that these funds may belong to your Agency.

If you agree, please do the following:

1. Enter the appropriate AC-3312s or AC-1286 into SFS.
2. E-mail the AC-3312s or AC-1286 to the following mailbox:
* Treasury.Mailbox-Accounting.Unit@tax.ny.gov

If you disagree, please respond to this email indicating that.

Please note that the most efficient method of receiving credit for electronic receipts is to submit the AC-3312s/AC-1286 to the above mailbox as soon as the dollar amount is known (when possible). From that point, we will monitor the bank account and notify OSC when the receipt reaches the account.

Also, the only situation where we need the AC-3312s/AC-1286 physically sent to us is when it's accompanied by checks for deposit.

6/20/2023	DIRECT DEPOSIT, CBP TREAS 310 MISC PAY	1,588.08
RMR*IV*ICEJOPSREIM123NY1553ENDJAN*PI*1588.08\	05	0001 23167007498458

Thank you,

Treasury Accounting Unit

New York State Department of Taxation and Finance

110 State Street, 2nd Floor, Albany NY 12207

Treasury.Mailbox-Accounting.Unit@tax.ny.gov

www.tax.ny.gov



Interested in being paid electronically?

- Email treasury.mailbox.accounting.unit@tax.ny.gov to request information about receiving electronic payments from customers. We can provide:
 - Banking information for the State to be paid by wire or ACH.
 - Bank letter verifying account information if required by your customer.
 - W-9 for New York State if required by your customer.
 - Best practices for receiving electronic payments.

“What stage is my 909 at?”

- NYF_AGY_AR_REPORTS role
- My Homepage > AR Pmt Processing
- Joint Custody Dep to Be Appr tile
- Show what stage agency 909 deposits are at
 - Ready for Treasury Approval in SFS
 - Approved by Treasury but not yet OSC
 - Will be removed from view when approved by Treasury and OSC



Deposit Unit ↑↓	Deposit ID ↑↓	Deposit Type ↑↓	Ready for Treasury ↑↓	Treasury Approval ↑↓	Treasury Date ↑↓	OSC Approval ↑↓
XYZ01	123456	M	N	Not Approved		Not Approved
XYZ01	G55550	M	Y	Not Approved		Not Approved
XYZ01	661209	M	Y	Not Approved		Not Approved
XYZ01	M90001	M	Y	Approved	10/17/2024	Not Approved

Contact Information for Receipts

- Check Deposits
 - treasury-accounting@tax.ny.gov
- Electronic Deposits
 - treasury.mailbox.accounting.unit@tax.ny.gov
- 909s
 - revenueaccounting@osc.ny.gov
- 1286s
 - appropriations@osc.ny.gov

Questions?

Release of Payments



Department of
Taxation and Finance

Checks

- Treasury handles the mailing of checks out of the general checking account.
- April 1, 2024 – March 31, 2025
 - SFS Vendor Checks – 598,000
 - SFS State Supplemental Program (SSP) Checks – 447,000
 - Payroll Checks – 568,000

Checks

- OSC prints checks at Rensselaer Tech Park and transports them to Treasury in Downtown Albany.
- Treasury sorts, applies postage, packages as necessary, and hands off to post office.



“Return to Agency” Checks

- Also called “A Routes” or “A Handling Codes”.
- Checks that are not mailed, and instead are given back to the agency.
- Checks are held in Treasury for agencies to pick up.
 - Must be authorized to pick up.
 - Email treasury-WCDU@tax.ny.gov

GFO XII.5.M Selecting the Appropriate Handling Code

Direct Deposits and Wires

- Treasury does the final approval step for both direct deposits (ACHs) and wires.
- April 1, 2024 – March 31, 2025
 - Wires – 4,500 – \$271 billion
 - ACHs – approximately 15.7 million – \$164 billion
- Normal ACHs from SFS
 - A voucher submitted with a scheduled payment date of today will take two business days after approval by OSC to appear in the vendor's bank account.

GFO XII.8.G Payment Methods

Release of Payments

Questions?

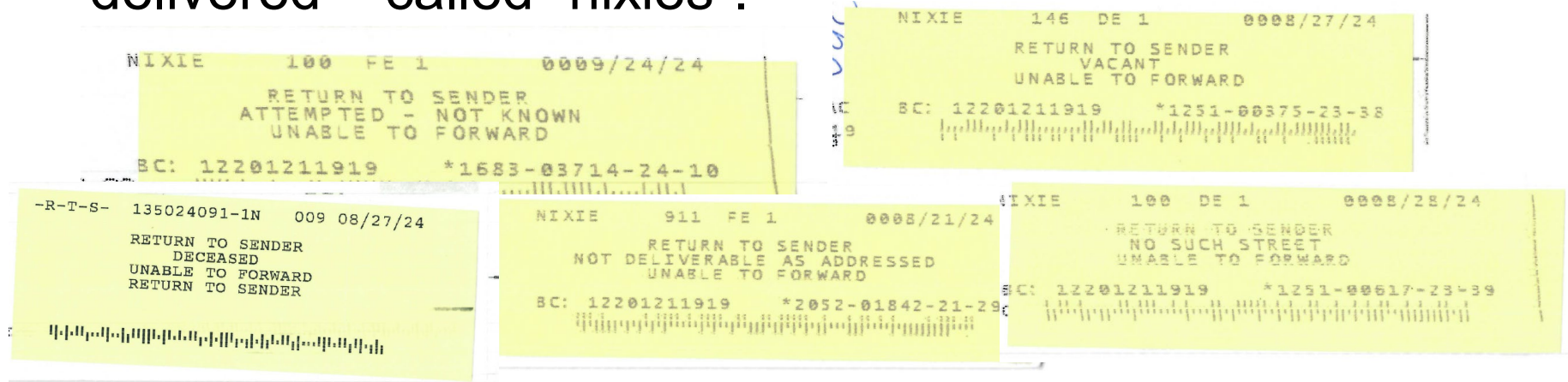
Undeliverable Checks



Department of
Taxation and Finance

Undeliverable Checks

- Checks out of the general checking account have Treasury as the return address.
- The post office returns checks that could not be delivered – called “nixies”.



SFS Stale Date Report

- Treasury flags nixie checks as a “Stale” status in SFS and includes the reason given by the post office.
- Agencies can run and view the Stale Payment Report in SFS:
 - Banking > Reports > Stale Payments
 - Query Viewer > NY_NYTR1652_AGY_QRY

GFO XII.9.C Reissuing or Cancelling a Vendor, Employee Expense, or SSI/SSP Check

SFS Stale Payments Report

Unit	Voucher	Invoice	Bank Account Description	Vendor ID	Vendor Name	Payment Ref	Payment Date	Payment	Stale Date	Payment Status	Payment Message	Fr
XYZ01	00125645	Invoice 123	original vendor Checks	1100000000	MAIN STREET 123	08519123	1/2/2023	CHK	3/11/2023	Stale	no such number	
XYZ01	00125722	Sept 2024 15556	original vendor Checks	1100000001	RIVER CORP.	09096111	5/5/2024	CHK	7/29/2024	Stale	forward time exp	
QRS01	00125462	Fee 8/24	original vendor Checks	1100000451	ALBANY COUNTY	09188000	7/25/2024	CHK	8/11/2024	Stale	insufficient address	
TUV01	B122224	Refund 553331857866	original vendor Checks	1157470002	JANE SMITH	10005556	8/9/2024	CHK	9/30/2024	Stale	attempted not known	

- Report shows checks that were returned by the post office by voucher (checks could appear more than once, if more than one voucher combined into a check.)
- You will only see items for business units that you have access to in SFS.
- Payment message will provide information as to why the post office returned the item.

When to check the Stale Payment Report

- REGULARLY!
- When a vendor says they did not get their check and you are reissuing it to them.
- When you receive notice that a bill has not been paid which was already vouchered for.
- When a vendor tells you they have a new address.

Undeliverable Checks

Questions?

Check Stop Requests



Department of
Taxation and Finance

Check Stop Requests

- Treasury manages check stop requests on general checking SFS checks.
 - April 1, 2024 – March 31, 2025
 - Approximately 31,000 check stops
 - 900 check copies provided
- OSC manages check stops requests for the comptroller's refund SFS checks.
- New process started 8/1/25 – agencies now entering most check stops directly into SFS.

Check Stop Requests - GFO Section

- **GFO XII.9.C Reissuing or Cancelling a Vendor, Employee Expense, or SSI/SSP Check**
 - How stops are requested
 - What the outcome is based on what action is requested
 - Where to navigate in SFS to view requested stops
 - What each status means during the stop request process
 - How to determine if a check is still outstanding, cashed, etc
 - How to run the stale date report to view returned checks
 - What “Paid Over Stop” means

Check Stop Requests – Multiple Vouchers

- Check stops for checks representing more than one voucher are entered by Treasury.
 - TD-346 form is required.
 - Can be found on OSC's website, in the agency section, under forms.

<https://www.osc.ny.gov/files/state-agencies/resources/pdf/agency-form-td346-fillable.pdf>

Check Stop Requests – One Voucher

- Check stops for checks representing one voucher are entered by agencies directly into SFS.
 - No TD-346 required.
 - Less information required.
 - Able to select available options.
- Will get an error message if a check has more than one voucher.

Check Stop Requests – Actions

Check Type	Stop Payment Action Request	Outcome
Regular Vendor* or SSP	Payee not entitled	Check is cancelled, voucher is closed, agency's appropriation is refunded.
	Reissue no changes	Check is cancelled, a new check is issued the same way as the original.
	Reissue with address change	Check is cancelled, a new check is issued to the address sequence selected.
	Reissue as ACH	Check is cancelled, a new payment is issued to the ACH location selected.
Single Payment Vendor**	Payee not entitled	Check is cancelled, voucher is closed, agency's appropriation is refunded.
	Reissue no changes	Check is cancelled, a new check is issued the same way as the original.
	Close for address change	Check is cancelled, voucher is closed, agency's appropriation is refunded. Agency must submit a new voucher to reissue payment with an updated address.
Employee Expense	Payee not entitled	Check is cancelled, expense report is closed, agency's appropriation is refunded, travel transactions return to the traveler's wallet.
	Reissue	Check is cancelled, a new payment is issued per the employee's PAYSRV payment instructions.

GFO XII.9.C Reissuing or Cancelling a Vendor, Employee Expense, or SSI/SSP Check

Check Stop Requests

- New TD-346 form for checks representing multiple vouchers
- Can be found on OSC's website under the Agencies, Get Forms section
- Email completed form to Treasury.TD346@tax.ny.gov



Agency information – All fields must be completed.

Agency code or business unit	Agency name
Printed name of agency representative	
Email address of agency representative	

Check information – All fields must be completed.

Check number (8 digits)	Check date (mmddyyyy)	Check amount
Payee name		

Voucher information – Identify the vouchers your agency is requesting to be changed. If more than six vouchers, attach the additional voucher information with a separate form, spreadsheet or document.

Voucher ID	Voucher amount	Voucher ID	Voucher amount	Voucher ID	Voucher amount
Voucher ID	Voucher amount	Voucher ID	Voucher amount	Voucher ID	Voucher amount

Requested check stop action

Mark an **X** in the appropriate box. If required, provide address sequence number or location, found on the vendor's SFS profile. Requests that do not contain the required information cannot be processed. Additional guidance on the below options can be found in the *OSC Guide to Financial Operations, Section XII.9.C, Reissuing or Cancelling a Vendor, Employee Expense, or SSP Check.*

Regular vendor check or SSP check

<input type="checkbox"/> Payee not entitled	
<input type="checkbox"/> Reissue no changes	
<input type="checkbox"/> Reissue with address change	Address Sequence Number: _____
<input type="checkbox"/> Reissue as ACH	Location: _____

Single payment vendor check

<input type="checkbox"/> Payee not entitled
<input type="checkbox"/> Reissue no changes
<input type="checkbox"/> Close for address change

Employee expense check

<input type="checkbox"/> Payee not entitled
<input type="checkbox"/> Reissue

Check Stop Requests – SFS

SFS Navigation: **Accounts Payable > Payments > Cancel/Void Payments > Agency Stop Payment Request**

Agency Stop Payment Request

Find an Existing Value ⊕ Add a New Value

▼ **Search Criteria**
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches

Choose from recent searches ▼

Saved Searches

Choose from saved searches ▼

User ID

begins with ▼

Business Unit

begins with ▼

Q

Bank SetID

= ▼

Q

Bank Code

begins with ▼

Q

Bank Account

begins with ▼

Q

Payment Reference

begins with ▼

Q

Request ID

begins with ▼

Q

Amount

= ▼

Request Date

= ▼

Stop Status

= ▼

▼

^ Show fewer options

☐ Case Sensitive

Search

Clear

GFO XII.9.C Reissuing
or Cancelling a Vendor,
Employee Expense, or
SSI/SSP Check

Check Stop Requests – SFS

Agency Stop Payment Request

Business Unit TAX01

Business Unit Description Department of Tax and Finance

Name MCCLUNE,JESSICA

Email ID test123@sfs.ny.gov

*Remit SetID

*Business Unit

*Bank Set ID

*Bank Code

*Bank Account

*Payment Reference

Check Type	Remit Set ID	Bank Set ID	Bank Code	Bank Account Code
Vendor (regular and single payment) and Employee Expense	SHARE	SHARE	10001	1002
SSP	TDA02	SHARE	10001	1102

GFO XII.9.C Reissuing or Cancelling a Vendor, Employee Expense, or SSI/SSP Check

GFO XII.9.G Reissuing or Cancelling a Refund Check

Check Stop Requests – Employee Expense

Stop Payment Request Details

Request ID	NEXT	Request Date	09/30/2025	Request Status	Pending	Date Confirmed
------------	------	--------------	------------	----------------	---------	----------------

Business Unit	TAX01	Payment Reference	09833280		
Bank SetID	SHARE	Report ID	0002206844	Payee Name	John Smith
Bank Code	10001			Amount	44.22
Bank Account	1002				

Type of Payment

Employee Expense

*Stop Payment Action

▼

Payee not entitled

Reissue

Comments

☐ Paid Over Stop

Save

Stop Payment Request Details



NEW YORK STATE
Department of Taxation and Finance

Check Stop Requests – Regular Vendor

Stop Payment Request Details

Request ID	NEXT	Request Date	09/30/2025	Request Status	Pending	Date Confirmed
------------	------	--------------	------------	----------------	---------	----------------

Business Unit	CNY01	Payment Reference	10156186		
Bank SetID	SHARE	Voucher ID	C1104988	Payee Name	Staples
Bank Code	10001			Amount	6709.00
Bank Account	1002				

Type of Payment

Original Vendor Checks

*Stop Payment Action

Payee not entitled

Reissue as ACH

Reissue no changes

Reissue with address change

Comments

☐ Paid Over Stop

Save

Check Stop Requests – Regular Vendor

Type of Payment **Original Vendor Checks**

*Stop Payment Action **Reissue as ACH** ▼

Remit Supplier **1000012480**

Supplier Location 🔍

Comments

☐ Paid Over Stop

Look Up Supplier Location ✕

[Help](#)

Remit SetID **SHARE**

Remit Supplier **1000012480**

Supplier Location **begins with**

Search **Clear** **Cancel** [Basic Lookup](#)

No matching values were found.

Look Up Supplier Location ✕

[Help](#)

Remit SetID **SHARE**

Remit Supplier **1000031673**

Supplier Location **begins with**

Search **Clear** **Cancel** [Basic Lookup](#)

Search Results

View 100 < 1-6 of 6 >

Supplier Location
LOC02
LOC03
LOC04
LOC05
LOC06
MAINEPAY

Check Stop Requests – Regular Vendor

Type of Payment **Original Vendor Checks**

*Stop Payment Action **Reissue with address change** ▼

Remit Supplier **1000012480**

Supplier Location **MAINCHECK**

Remitting Address

Comments

☐ Paid Over Stop

Look Up Remitting Address ×

[Help](#)

Remit SetID **SHARE**

Remit Supplier **1000012480**

Supplier Location **MAINCHECK**

Address Sequence Number **=** ▼

Search **Clear** **Cancel** [Basic Lookup](#)

Search Results

View 100 [1-2 of 2](#)

Address Sequence Number	Effective Date	Address Line 1	Address Line 2	City	State	Postal Code
1	12/31/2000	61 W 62ND ST 3RD FL	(blank)	NEW YORK	NY	10023
2	10/01/2012	110 STATE ST 10-4	(blank)	ALBANY	NY	12236

Check Stop Requests – Timeline

- Agency/Treasury enters a check stop request in SFS. (Monday)
- Stop goes to the bank the following business day. (Tuesday)
- Bank activates the stop. (Tuesday)
- SFS reconciles stop requests that are confirmed by the bank the two business days after that. (Thursday)
- Treasury provides information about stop requests to OSC. (Thursday)
- OSC either closes or reissues payment as requested within 5 business days.




Check Stop Requests – Search

SFS Navigation: **Accounts Payable > Payments > Cancel/Void Payments > Agency Stop Payment Request**


Agency Stop Payment Request


Find an Existing Value ⊕ Add a New Value


▼ **Search Criteria**
Enter any information you have and click Search. Leave fields blank for a list of all values.


 Recent Searches Choose from recent searches  Saved Searches Choose from saved searches 


User ID begins with


Business Unit begins with 

Bank SetID = 


Bank Code begins with 


Bank Account begins with 

Payment Reference begins with 

Request ID begins with 

Amount =

Request Date = 

Stop Status = 

^ Show fewer options

☐ Case Sensitive

Search Clear

GFO XII.9.C Reissuing
or Cancelling a Vendor,
Employee Expense, or
SSI/SSP Check

Check Stop Requests – Status

Status	Description
Pending	Stop request has been entered but can still be cancelled. To cancel, open the request and click the Cancel Request button at the bottom of the page.
Stop Requested	Stop request has been sent to the bank and can no longer be cancelled.
Stopped	Stop request has been finalized and the stop confirmed as successful at the bank.
Paid Over Stop	Stop request was sent to the bank but was unsuccessful due to timing and the check has paid. See Paid Over Stops section below for additional information.
Cancelled	Stop request has been cancelled and will not be sent to the bank.

GFO XII.9.C Reissuing or Cancelling a Vendor, Employee Expense, or SSI/SSP Check

Check Stop Requests – Paid Over Stops

- A “paid over stop” is a check stop request which was entered into SFS but could not be completed at the bank due to timing, as the check was cashed the same day as the stop request.
- Agencies will be notified by email to the person who requested the stop.
- Can also be seen in the Agency Stop Payment Request search results in the “Paid Over Stop” column.
- OSC and Treasury will appropriately record the payment in SFS to ensure the expenditure and funds are accounted for correctly.

Check Stop Requests – Paid Over Stops

Search Results

Only the first 300 results of a possible 1012 can be displayed. Bank Code "10001" Bank Account "1002"

										1-10 of 300				View 100	
User ID	Business Unit	Bank SetID	Bank Code	Bank Account	Payment Reference	Voucher ID	Report ID	Amount	Request ID	Paid Over Stop	Request Date	Stop Status			
412t1	DHS01	SHARE	10001	1002	10354837	A246471	(blank)	50000	0000003307	No	08/12/2025	Stopped	>		
412t1	DHS01	SHARE	10001	1002	10390854	A247031	(blank)	49995	0000003305	No	08/12/2025	Stopped	>		
412t1	DHS01	SHARE	10001	1002	10393040	A247049	(blank)	49998	0000003308	No	08/12/2025	Stopped	>		
634957	SNY01	SHARE	10001	1002	10387783	ENX7822	(blank)	150	0000000104	No	07/14/2025	Stopped	>		
634957	SNY01	SHARE	10001	1002	10498609	EOU6699	(blank)	175	0000000103	No	07/14/2025	Stopped	>		
847660	TDA01	SHARE	10001	1002	09670568	LD069231	(blank)	10	0000004603	No	08/22/2025	Requested	>		
847660	TDA01	SHARE	10001	1002	09816044	LD180794	(blank)	10	0000004604	No	08/22/2025	Requested	>		
847660	TDA01	SHARE	10001	1002	09826405	LD192305	(blank)	10	0000004605	No	08/22/2025	Requested	>		
847660	TDA01	SHARE	10001	1002	09835234	LD193544	(blank)	10	0000004607	No	08/22/2025	Requested	>		
847660	TDA01	SHARE	10001	1002	09835235	LD194011	(blank)	10	0000004608	No	08/22/2025	Requested	>		

Check Stop Requests – Reminders

- If you can't pull up a check in the Agency Stop Payment Request section of SFS:
 - Ensure the search criteria entered is correct.
 - Ensure the payment is a check, not a direct deposit. (Payment reference number is currently 7 digits for a direct deposit, 8 digits for a check.)
 - Ensure the check is still outstanding and can be stopped.

GFO XII.9.C Reissuing or Cancelling a Vendor, Employee Expense, or SSI/SSP Check

Check Stop Requests

Questions?

Check Copies and Forgery Claims



Department of
Taxation and Finance

Check Copies

- If a vendor did not receive a check but the check status is paid and reconciled in SFS, the agency can request a copy of the cashed check by emailing Treasury.TD346@tax.ny.gov.
- The email must indicate it is a request for a check copy, and include the check number, check amount and payee name.

Forgery Claims

- Agency is contacted by payee due to not receiving payment, lost check, etc.
- Agency realizes the check is cashed in SFS and requests copy from Treasury by emailing Treasury.TD346@tax.ny.gov.
- Treasury provides check copy.
- Agency provides check copy to payee for review.
- Payee says “That’s not my signature”.
- Agency emails Treasury.Forgery@tax.ny.gov requesting a forgery affidavit.

Forgery Claims

- Treasury sends pre-filled Forgery Affidavit
- Agency gives form to payee.
- Payee fills out form and gets it notarized. (Note: Form **must** be notarized, or the bank will not accept it.)
- Payee gives form back to agency.
- Agency sends form back to Treasury.Forgery@tax.ny.gov.



Department of Taxation and Finance

AFFIDAVIT TO SUPPORT CLAIM OF FORGED OR IMPROPER ENDORSEMENT OR LACK OF ENDORSEMENT

Complete this form and return to your paying agency.

State of _____ County of _____

1. _____ being duly sworn, deposes and says that:
First Name Initial Last Name

Mailing Address

Address line 1

Address line 2

City

State

Zipcode

2. I have examined the attached photocopy of the check listed below. I am the payee named hereon.

Payable To: _____ Jess McClune

Check Number: _____ 12345678

Check Amount: _____ \$100.00

Check Date: _____ 10/1/2024

Drawn by the Commissioner of Taxation and Finance on the KeyBank account number:

xxxxxxxxx2789

3. Check one of the following:

- ☐ The endorsement of my name is a forgery. The endorsement was not authorized by me.
- ☐ The check bears an improper endorsement. The endorsement was not authorized by me.
- ☐ The check lacks endorsement. The processing of this check was not authorized by me.
- ☐ The endorsement of my name is NOT a forgery. I endorsed the check. However, the check was lost or stolen, the endorsement was altered and the check was cashed by someone other than myself.

4. The change(s) or alteration(s) were made without my authority, permission or knowledge. I did not receive any benefit or consideration whatsoever from the proceeds of the check.

Sworn to before me this _____ day of _____

Signature of Deponent

Title (Business Only)

Notary Public or Commissioner of Deeds (No seal required)

My Commission expires on _____

NOTARY STAMP AND SIGNATURE ARE REQUIRED

Forgery Claims

- Treasury sends to our bank.
 - Our bank reviews paperwork and submits it to the bank of first deposit.
- months go by (unfortunately) -----
- We receive either a denial notice or a credit.
 - If we get a credit, we will reach out for a 1286 to account for the funds in SFS.
 - If we get a denial, we will notify you of the denial and provide the information the bank gave us about why it was denied.

Forgery Claims - Reimbursement

- Treasury does NOT recommend you reimburse your payee before the forgery credit is received from the bank.
- About 25% of forgery claims are denied.
- Please provide a 1286 as soon as possible after you are notified we've received the credit.
- Once the 1286 is processed, you can then pay the payee with a new voucher.

Forgery Claims

Please encourage your
vendors to sign up for
ACH!

Stop Payments and Check Copies

Questions?

Abandoned Property Letters



Department of
Taxation and Finance

Abandoned Property Outreach

- Per Abandoned Property Law, letters are mailed to payees who have not cashed their checks and the checks are:
 - Over \$20.00
 - Not stale dated in SFS
- A second mailing is sent for uncashed checks that are:
 - Over \$1,000
 - Not stale dated in SFS

Abandoned Property Outreach

- Initial outreach letters are once a month.
 - For example:
 - Checks issued 4/2024 will have letters sent 4/2025
 - Checks issued 5/2024 will have letters sent 5/2025
- Second outreach letters for over \$1,000 will be sent once a year, a few months before checks are turned over to OSC Unclaimed Funds.

Abandoned Property Timeline

- Checks are issued throughout 2025.
- Initial outreach letters are sent throughout 2026 for 2025 uncashed checks.
- Second outreach letters are sent for over \$1,000 2025 checks which are still uncashed, approximately February 2027.
- Uncashed checks are turned over to OSC Unclaimed Funds, approximately April/May 2027.

Abandoned Property Letters

- Letters instruct payees to fill out the letter and return it to the agency who issued the check.
- The “return to” address is populated on the letters based on the Department Code on the voucher.
 - Department Codes have addresses and phone numbers associated with them in SFS.
 - If the Department Code does not have an address associated with it, the letter gets the address and phone number for the Business Unit.
 - Contact SFS helpdesk for more information or to update addresses and phone numbers.

Abandoned Property Letters

- If a check is outstanding still in SFS, it can still be reissued.
 - Follow process to reissue checks from SFS.
- Once checks are turned over to OSC Unclaimed Funds, checks will show as “Escheated” in SFS.
- At that point payees will need to go through the process to claim the funds from OSC Unclaimed Funds.

Abandoned Property Letters

Questions?

Final Questions?



Department of
Taxation and Finance