



## Loyola University of Chicago Procedure for Forged Endorsement Fraudulent Checks

If a check is not received, the payee should contact the appropriate department that issued check: Accounts Payable, Payroll, or Bursar's Office.

That department will request a copy of the check from General Accounting. General Accounting will use the bank systems to determine if the check has been paid by the bank.

If the check has been paid by the bank, the department will obtain an image of the front and back of the check and provide it to the payee to verify whether or not the endorsement on the check is theirs.

If the payee did not endorse the check, or if the endorsement is not theirs, the payee needs to complete a Fraudulent Check Affidavit. (Fraudulent Check Affidavit can be found at:

[https://www.luc.edu/media/lucedu/finance/pdfs/fraudulent\\_check\\_affidavit\\_PNC.pdf](https://www.luc.edu/media/lucedu/finance/pdfs/fraudulent_check_affidavit_PNC.pdf)) Once completed, the payee needs to have the affidavit notarized.

When the payee returns the original notarized affidavit, the original notarized affidavit along with a copy of the check must be sent to Cash Management Services (CMS). CMS will forward the affidavit to the bank for investigation. The department must keep a copy of all completed forms and give a copy to the disputing payee. It is up to the discretion of the issuing department's manager if and when a replacement check will be reissued.

CMS will notify the issuing department if the funds are returned to the University, which may take up to one year to be resolved.

Questions regarding this procedure should be transmitted to Cash Management Services at 312-915-7004 or via email at [CashMgmt@luc.edu](mailto:CashMgmt@luc.edu).

Dated August 1, 2024.