**Replacement of Stale Check Checklist**

Payee:

Amount:

Particulars:

Supporting Documents: Two (2) copies collated

*(Put N/A if not applicable)*

* [ ]  ***For individual***
* [ ]  Request Letter (Validated and signed by Cashier Section)
* [ ]  Photocopy of 2 ID Cards
* [ ]  Photocopy of stale check
* [ ]  Journal Entry Voucher / Disbursement Voucher
* [ ]  SARO (if applicable)
* [ ]  ***For Private Lending Institutions (PLIs)***
* [ ]  Request Letter (Validated and signed by Cashier Section)
* [ ]  Photocopy of stale check
* [ ]  Journal Entry Voucher / Disbursement Voucher
* [ ]  SARO (if applicable)

I hereby certify that above documents are complete and arranged as per checklist.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over Printed Name / Date

Email Address:

Contact Number/s: