

## Lost or Destroyed Warrants

### Objectives

1. To issue replacement warrants in a timely manner to vendors for current fiscal year warrants where the warrant has been lost or destroyed.
2. To issue replacement warrants in a timely manner to vendors for prior fiscal year warrants where the warrant been lost or destroyed.

### Policy

The Minnesota Management & Budget is responsible for issuing duplicate warrant of an unpaid warrant that has been lost or destroyed, per [Minnesota Statutes 2002, section 16A.46](#). When the duplicate or replacement warrant is issued, the original warrant is void. The Minnesota Management & Budget may require an indemnity bond from the applicant to the state for double the amount of the warrant for anyone damaged by issuance of the duplicate. The Minnesota Management & Budget may refuse to issue a duplicate of an unpaid state warrant.

For unpaid warrants issued in the **current fiscal year** that are destroyed, the vendor should forward the damaged warrant to the Minnesota Management & Budget. A replacement warrant will be issued and an affidavit will not be required.

For unpaid warrants issued in the **current fiscal year** that are lost, where the vendor's name and address have not changed, the vendor should notify the agency or department that issued the payment. The issuing agency or department should send a Stop Payment Request Form to the Minnesota Management & Budget. The Minnesota Management & Budget will issue a Duplicate Warrant and no affidavit will be required.

For lost or destroyed warrants issued in the **prior fiscal year**, where notice of unclaimed property has not been sent to the Department of Commerce, a notarized affidavit will be required in accordance with the laws governing the Unclaimed Property process.

### Forms

You may obtain these forms by [contacting the Minnesota Management & Budget, Lost and Forged Warrants Unit](#):

Stop Payment Memo For Lost Warrant  
Stop Payment Memo For Warrants Returned to the Agency/Department  
FI0060 - Affidavit for Individual  
FI0069 - Affidavit for Companies

### Procedure for Damaged Warrants-Current Year Warrants

Step #	Actions to be Performed	Responsible Party
1	<p>If the damaged warrant was issued during the current fiscal year (July 1 - June 30) send the damaged warrant to:</p> <p>Minnesota Management &amp; Budget Lost and Forged Warrants 658 Cedar Street, Suite 400 Saint Paul, MN55155</p>	Vendor
2	Contact the billing agency or department and have them verify that the warrant is still outstanding.	Vendor
3	Issue and mail a replacement warrant within 1-3 business days of receipt.	Minnesota Management & Budget, Lost and Forged Warrants

**Procedure for Lost Warrants-Current Year Warrants**

Step #	Actions to be Performed	Responsible Party
1	If a vendor has been issued a warrant and it has not been received, they should contact the agency or department that they billed.	Vendor
2	Verify that the warrant is a current year warrant and that the warrant is still outstanding.	Billing Agency or Department
3	Verify the vendor's name and address.	Billing Agency or Department
	If the <b>vendor name and address are the same as on the original warrant</b> , complete a Stop Payment Form and fax the form to 651 296-1707. This form is available from the Minnesota Management & Budget, Lost and Forged Warrants Unit.	Billing Agency or Department

	Issue a duplicate warrant and send to the vendor in 1 to 3 business days from receiving Stop Payment Form.	Minnesota Management & Budget, Lost and Forged Warrants
	If the <b>vendor name is the same and the address is different than the original warrant</b> , complete a Stop Payment Form and fax the form to 651 296-1707. Send an affidavit to the vendor and ask them to complete the affidavit and have it notarized. The Stop Payment Form and the affidavit form are available from the Minnesota Management & Budget, Lost and Forged Warrants Unit.	Billing Agency or Department
	Send the completed and notarized affidavit to:  Minnesota Management & Budget Lost and Forged Warrants 658 Cedar Street, Suite 400 Saint Paul, MN 55155	Vendor
	Issue a duplicate warrant and send to the vendor in 1 to 3 business days from receiving Stop Payment Form.	Minnesota Management & Budget, Lost and Forged Warrants
	If the <b>vendor name is not the same as on the original warrant</b> , complete a Stop Payment Memo for Warrants Returned to the Agency/Department and fax to 651 296-1707. The Stop Payment form is available from the Minnesota Management & Budget, Lost and Forged Warrants Unit.	Billing Agency or Department
	Issue a duplicate warrant and send it to the paying agency for deposit in 1 to 3 business days from receiving Stop Payment Form.	Minnesota Management & Budget, Lost and Forged Warrants
	If the payment includes payments made by more than one billing agency or department, a CX transaction will be entered into MAPS to credit the invalid payment to the billing agency or department.	Minnesota Management & Budget, Lost and Forged Warrants

**Procedure for Lost or Damaged Warrants--Prior Year Warrants**

<b>Step #</b>	<b>Actions to be Performed</b>	<b>Responsible Party</b>
1	Determine that the warrant is still outstanding.	Billing Department or Agency
2	If the <b>vendor name and address are the same as on the original warrant</b> , or the address is different from the original warrant, complete a Stop Payment Form and fax the form to 651 296-1707. Send an affidavit to the vendor and instruct them to complete and notarize the document. The Stop Payment Form and the affidavit form are available from the Minnesota Management & Budget, Lost and Forged Warrants Unit.	Billing Department or Agency
3	Send the completed affidavit to:  Minnesota Management & Budget Lost and Forged Warrants 658 Cedar Street, Suite 400 Saint Paul, MN 55155	Vendor
4	Issue a duplicate warrant and send to the vendor in 1 to 3 business days from receiving Stop Payment Form.	Minnesota Management & Budget Lost and Forged Warrants
5	If you determine that payment was made in the prior fiscal year and the warrant does not show as being outstanding on the treasurer's system, contact the Minnesota Management & Budget.	Billing Department or Agency