



LOST/ STOLEN CHECK BOOKLET FORM

When reporting lost or stolen checks, the AAA must:

1. Complete the Lost/Stolen Check Booklet Form and send to CDFA.
2. Document the lost/stolen check(s) on the Check Control Log that are lost/stolen.
3. Document the lost/stolen check(s) on the original Check Issuance Form.

REPORTING AGENCY INFORMATION:

AAA (PSA _____) Name of Agency completing report: _____

AAA Staff Reporting: _____ Phone Number: _____

MISSING CHECK(S)/ BOOKLET INFORMATION:

Sequence numbers of missing SFMNP Check(s) or booklets:

Date discovered missing: _____

Beginning Check Number: _____ Ending Check Number: _____

Person Reporting Missing Check(s): _____

COMMENTS:

Briefly describe the situation on how the SFMNP check(s)/ booklets were lost, or stolen:

**Please note CDFA cannot replace lost or stolen checks/booklets.*

**PLEASE EMAIL COMPLETED FORM TO grants@cdfa.ca.gov
WITHIN FIFTEEN (15) CALENDAR DAYS OF NOTIFICATION**