

1210.25 Undeliverable Warrants

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PURPOSE

To provide guidelines for processing undeliverable warrants.

APPLICATION

Executive Branch Departments and Sub-units.

CONTACT AGENCY

Department of Treasury
Financial Services Bureau
Receipts Processing Division (RPD)

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SUMMARY

Undeliverable warrants are returned to the Department of Treasury.

Treasury prepares the warrants to be scanned and imaged in order for the payment status to be updated in MAIN, and notifies the agency of returned warrants.

APPLICABLE FORMS

None.

PROCEDURES

Treasury, Mail Operations Division

- Stamps "VOID" on returned warrant.
- Separates warrants between income tax, DHS Supplemental Social Security (SSI), and other vendor warrants.
- Records warrant information in log.
- Forwards voided warrants and logs to Treasury, Receipts Processing Division (RPD).
- Returns warrant stub for income tax warrants to RPD, Income Tax Section.

Treasury RPD

- For Individual Income Tax (IIT) and SSI warrants:
 - Batches warrants and references the return reason code.

- Other vendor warrants:
 - Separates by batch agency.
 - Mails attachments or stub to issuing agency.
 - Batches and references return reason code.

Treasury RPD, Depository Services Section

- Processes batches of undeliverable warrants and changes payment status in MAIN to the following:
 - IIT = "C", canceled
 - SSI = "C", canceled
 - Other Vendor = "U", undeliverable

Agency

- Receives vendor warrant/stub and attachments from Treasury.
- Researches and determines if warrant needs to be reissued, and if there is a better address available.
- If reissuing warrant, sends cancellation request to RPD.
- After RPD cancels the warrant, agency reissued warrant if it is determined to be necessary.
- If payee is not located, undeliverable warrants not cancelled are escheated to Treasury, Unclaimed Property Division.
