

Reason for Request:

- Original warrant/check is outdated (more than 6 months from the original warrant/check date)
- Original warrant/check was not received
- Original warrant/check is lost or stolen
- Original warrant/check was destroyed or damaged
- Original warrant/check needs name correction



I, _____, being first duly sworn, say that I am named as the payee of the check numbered _____ dated _____ issued by the Iowa Department of Revenue of the State of Iowa in the amount of \$_____. Neither I nor anyone on my behalf has deposited or cashed this check.

I request the original check to be stopped and a duplicate check issued. Should the original check come into my possession, I will not attempt to cash it and will destroy it immediately. I will only cash the warrant stamped DUPLICATE in red as pictured above.

The duplicate check should be mailed to the following address: NOTE: You must submit proof of current address if address listed below differs from driver's license or state-issued ID.

Payee name _____

Social Security Number or tax ID number _____

Address _____

City _____ State _____ ZIP _____

Phone number _____

Signature of payee _____ Date _____

Signature of spouse (if applicable) _____ Date _____

You must wait a minimum of 14 days from the issue date of the check before a request can be submitted. You must return this form **AND** the required documentation listed below. Following our receipt of this information, allow 6 - 8 weeks to receive the duplicate check.

Required Documentation:

Individuals:

- Copy of current driver's license or state-issued photo ID, and proof of current address, if applicable.
- If name correction or deceased, return original warrant, copy of death certificate or completed Affidavit of Administration, if applicable.

Businesses:

- Proof of Federal ID Number and current address.

Mailing and Contact Information:

Fax to: 515-281-5830

Email to: IDREFT@iowa.gov

Phone: 800-367-3388/515-281-3114

Mail to: Iowa Department of Revenue
PO Box 10460
Des Moines, IA 50306-0460