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State Treasurer

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## **Policy on Reissued Payroll Check Pick Up**

### **1.0 Objective**

The Banking Services Division of the Maryland State Treasurer's Office has issued this Policy on Reissued Payroll Check Pick Up to provide guidance for the rare occasion when expedited pick up is necessary.

### **2.0 Applicability**

This Policy applies to all State of Maryland Agency locations when a payroll check is lost and not received by an employee. This policy does not apply to direct deposit failures that result in a check being issued.

### **3.0 Authority**

The Treasurer's authority as custodian of the State Treasury and as the Constitutional Officer responsible for the deposit and disbursement of State funds is found under Article VI, Section 3, of the State Constitution and Titles 6 and 7 of the State Finance and Procurement Article of the Annotated Code of Maryland.

It is the overall mission of the Banking Services Division to provide efficient, accurate, and timely banking services to all State Agencies and external customers. As part of its overall mission the Banking Services Division serves as the State's authority for the development, control and maintenance of statewide policies and procedures for banking products and services.

### **4.0 Introduction and Rationale for the Policy**

Having an employee receive his/her paycheck in a timely matter is of the utmost importance to the Treasurer's Office. When a paycheck is not received by an employee, procedures are in place to have the original paycheck stopped and to have a new check issued. When the new check is issued, Banking Services mails the check to the Agency where the employee works.

On the rare occasion that the employee cannot wait until the replacement paycheck has been sent to his/her Agency and the fiscal officer from the Agency has called to request pick up of the replacement payroll check, Banking Services has instituted the following procedures.

## 5.0 Procedure for Requesting Expedited Pick up of Reissued Paycheck

Payroll checks that are reissued can be picked up from Banking Services by the Agency that requested the stop payment and check reissue only through this process:

- Authorization letter from the Agency's CFO on letterhead to Banking Services authorizing a designated employee from the Agency's payroll/fiscal division to pick up the check. (NOTE: An employee cannot pick up his/her own check from Banking Services.)
- Copy of the state identification or driver's license of the designated person authorized to pick up the check.
- Authorization Letter and copy of the designated person's identification must be faxed to Banking Services at 410-974-2076.
- Call 410-260-7270 to ensure the letter and identification have been received and to confirm when the check will be ready for pick up.
- The Agency's designated employee picking up the check must bring the original letter and the personal identification that was faxed to Banking Services. The check will not be released without the original letter on file.
- After verification of the identification of the employee picking up the check, their signature will be required for check release.


Each new request requires an authorizing letter to be sent to Banking Services.

Please note: The letter is for a one-time pick up of a reissued check and the employee cannot pick up his/her own check from Banking Services.

Central Payroll Bureau (CPB) has a policy in place for employees who want to pick up their own check. These requests have to be approved by the CPB Assistant Director or his designee and the check must be picked up from the Accounting and Reporting unit of CPB.

Original Date Issued: June 10, 2015

Issued by:



Mary Christine Jackman  
Director, Treasury Management

TO: Banking Services Division  
Maryland State Treasurer  
Louis L. Goldstein Treasury Building  
80 Calvert Street  
Annapolis, MD 21401  
Fax (410) 974-2076

Date

Financial Agency Code:

RE: PICK UP OF REISSUED PAYROLL CHECK

This letter authorizes \_\_\_\_\_ to pick up the reissued payroll check for the following employee:

Attached is one of the following (circle one):

State ID

Driver's License

If you have any questions, please \_\_\_\_\_ at \_\_\_\_\_.

Thank you.

Name, CFO  
Title  
Phone