

GENERAL ENDORSEMENT INSTRUCTIONS

8034.1

(Revised 09/12)

Departments will endorse checks, warrants, money orders, and other negotiable instruments on the day they are received. Timely endorsements serve to discourage the use of lost or stolen negotiable instruments by someone other than the state department. Endorsements will contain the following information:

1. The name of the bank in which the deposit is made and the branch number of this bank. Exempt from this requirement are departments which process checks by presort machines that do not have multi-endorsement capabilities (presort departments).
2. A statement which credits the deposit to the state.

Example: For Deposit Only
California State Treasurer

3. The name of the state department making the deposit.
4. A statement guaranteeing the validity of the endorsement.

Example: Absence of Prior Endorsement Guaranteed

The following is an example which satisfies the state's requirements:

(Bank Name and Branch Number)
For Deposit Only
California State Treasurer
(Department Name)
Absence of Prior End. Guaranteed

Current endorsement stamp/plates need not be altered or replaced. However, all new or replacement stamps/plates will include the preceding information.

If special circumstances prevent departments from including the preceding information in their endorsements, contact the STO, Centralized Treasury and Securities Management Division, for assistance.