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To: Directors
Employment and Income Assistance

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Employment and Income Assistance
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Subject: **Procedures Regarding Forgeries of Cheques**

Effective immediately, the following procedure is to be implemented in situations where a participant advises that their cheque was lost, stolen or not received and later it is determined that the cheque was cashed.

When a participant advises that the cheque they were issued (either a locally produced [K] cheque or a line-mail [LM] cheque) was lost, stolen or not received, the participant is to complete a Statutory Declaration form (pink) declaring the cheque lost. A copy of this Statutory Declaration is to be forwarded to Finance-Bank Reconciliation who will monitor if the cheque is cashed.

If the cheque is cashed, Finance will copy the cheque and forward with a copy of the original Statutory Declaration, to the originating District Office. The cheque is then presented to the participant for inspection. If the participant advises that the signature on the cheque is a forgery, the participant completes a Statutory Declaration form (commonly referred to as a fraud form). The original Statutory Declaration form (fraud form) with the signature of the original payee and a copy of the cashed cheque is forwarded immediately to Finance – Bank Reconciliation. Copies of the forms are kept in the participant's hard-copy file. Finance forwards the form and cheque to the bank. This will ensure that a credit for the cashed cheque is issued.

Staff will not longer be required to obtain the Statutory Declaration (fraud form) from Finance. These forms are now available directly to staff through the Intra-Net by following these steps:

- (1) Open the internet/intranet on the computer. The first page to appear will be the Government of Manitoba Intranet Site Page. Select "Forms" from the first menu of options by clicking the left side of your mouse twice. Each selection will lead you to the next page in the process.
- (2) Select "Common Forms".
- (3) Select "SAP Financial Forms".
- (4) Select "SAP Financial Forms" again.
- (5) All SAP forms are listed on this page. To obtain a Statutory Declaration Form (fraud form) for a forged K cheque select number 52 from the right hand column. For a forged LM cheque select number 53 from the right hand column. Please note, explanations for each form are available in the left hand column.
- (6) Print the selected form.