Review that check is made out to NMED, State of New Mexico or Bureau

Review that check date does not have a future date or missing

Review Amount completed and matches written amount on check

Ensure that check is signed

**Inaccurate information**
- inform the payee that you will be returning their check to them and they will need to resubmit the check correctly

**Missing Information**
- Contact the payee immediately and if feasible, have them come into the office to fill in the missing information; or
- If the cannot come to the office, inform the payee that you will be returning their check to them and they will need to resubmit the check correctly
Review that check does not include Attn: to any specific employee on the pay to the order line.

STATE OF NEW MEXICO
ATTN: Brian Holton
1990 St Francis Drive
Santa Fe, NM 87505