

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 written amount matches amount

Review Amount completed and matches written amount on check

Ensure that check is signed

The image shows a yellow check with the following details:

- Sender: John Doe, 123 Main St., Anytown, AR 12456
- Check Number: 1025
- Date: 9/25/18
- Pay to the order of: NM Environment Department
- Amount: \$ \$100.00
- Written amount: One hundred dollars 00/100
- MEMO: Penalty Fees
- Signature: JOHNDOE
- Routing and Account Numbers: :0000000000: :0000000000: 1025

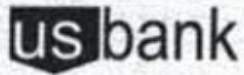
Inaccurate information

- 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

FOR SECURITY PURPOSES, THE FACE OF THIS DOCUMENT CONTAINS A COLORED BACKGROUND AND MICROPRINTING IN THE BORDER



CASHIER'S CHECK

No. 12345987

91.3
929

DATE: OCTOBER 02, 2018

PAY TWO THOUSAND NINETY DOLLARS AND 00 CENTS

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

\$ 2,090.00

John Doe

AUTHORIZED SIGNATURE

U.S. Bank National Association
Minneapolis, MN 55480

SECURITY FEATURES INCLUDES DETAILS ON BACK

00000000 000000000000 00000000

Review that check does not include Attn: to any specific employee on the pay to the order line