

Instructions for NUCS-4360

Stop Pay Order and Affidavit of Lost or Destroyed Warrant

This affidavit is used to obtain a replacement unemployment insurance check when the original check was issued and the check was either lost or destroyed. This form can not be used to obtain a replacement check for a check that was stolen and cashed by someone other than the claimant.

This form must be returned to the Nevada Employment Security Division to obtain a replacement check. It normally takes 4 weeks to stop payment on one check and issue a replacement. This form **MUST** be signed by a notary public. Once the State receives the stop payment order, the original check is invalid and can not be legally cashed. Retain a copy of the stop payment order and review any subsequent unemployment checks, to make sure that you are not cashing a check that you have put a stop payment order on.

On the Line "State Of": complete the name of the state in which you reside.

On the Line "County Of": complete the name of the county in which you reside.

Complete your name in the box provided.

Complete your social security number in the box provided, using numerals

- *Example: 123-45-6789 **NOT** 123456789 **OR** ONE TWO THREE-FOUR FIVE-SIX SEVEN EIGHT NINE*

On the first blank line, again print your name.

- *Example: John R. Claimant, whose mailing address is*

On the second blank line, print your mailing address to which the check will be reissued.

Remember, the US Postal Service can **NOT** forward Unemployment Insurance Checks.

On the line next to Benefit Warrant No., enter the number of the missing check. You must obtain this information from a telephone claim center. Only one missing check may be placed on each stop pay order. If you are missing or have destroyed more than one check, each check must be listed on a different stop pay order.

Complete the date the check was issued. You can obtain this information from a telephone call center.

Complete the weeks covered by the benefit check. You can obtain this information from a telephone call center.

Complete the whole dollar amount of the check. This is the amount that will be replaced. If taxes have been withheld, your claim was offset to repay an overpayment, you had child

support withheld, or your benefit was reduced for any reason, this amount will NOT be reissued. You can obtain this information from a telephone call center.

Complete the information as to why a replacement warrant is needed.

- *Examples:*
 - a. *My dog ate it.*
 - b. *The check was issued on January 15, it is now February 10 and the check has not arrived.*
 - c. *I accidentally laundered it and the ink came off.*
 - d. *When I placed it with my other mail on the roof of my car while unlocking it, a wind came up and blew all the mail away, the check was last seen going down a manhole.*

Again complete the line in the shaded field showing the check number. Remember, you may NOT legally cash a check that is located after the stop payment is issued!

You must sign this affidavit in the presence of a notary public. This form must be signed by the notary public and they must affix their notary stamp for this form to be valid.

Return the completed form with any documentation, including a mutilated check if available, to:

State of Nevada
Employment Security Division
Benefit Payment Unit
500 E 3rd St.
Carson City, NV 89713

Remember, you may only obtain a replacement check for one that has not been cashed. This form is strictly for issuing a check to replace an uncashed benefit warrant that the claimant did not receive or accidentally destroyed or otherwise rendered non-negotiable. It may not be used to replace stolen checks that were cashed by other persons. Stolen and forged checks should be reported to the Police Department.