

JD-ES-152 Rev. 3-16

(Use this form to record the removal from your check register of checks which have been outstanding for longer than 6 months.)

CHECKS OUTSTANDING MORE THAN 6 MONTHS - Once a check has been outstanding for more then 6 months, it should be removed from your check register and recorded in columns 1-5.

CHECKS REMOVED FROM REGISTER AND SUBSEQUENTLY CASHED - If after removing a check from your check register, the check is presented for payment and honored at the bank, record the date in column 6, and also re-enter the check in your check register.

REPLACEMENT OF REMOVED CHECKS - If after removing a check from your check register, the payee requests a replacement check, record the new check number, date, and comments in columns 7-9 and also enter the new check in your check register.

CHECKS TO BE ESCHEATED BY THE STATE - Upon escheat, record the escheat check number, date, and comments in columns 7-9. Existing procedures for effecting the escheat of these funds remain unchanged.

JUDICIAL BRANCH

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