Affidavit of Fraud Instructions

- Enter the full name of the affiant as it appears on the check.
- Fill in street address, City, County and State in the respective boxes.
- Enter the following details of the check in question:
  - Check number (found in the top right corner of the check image)
  - Payee name (exactly as it appears on the check)
  - Amount of the check
  - Clearly explain why you believe the check was fraudulently presented for payment in the space provided for "Reason for Fraud Request"
  - Attach any additional documentation or continuation sheets if needed to provide a detailed explanation
- Sign your name in the space labeled "Signature of Affiant".
- Print your name and title (if applicable).
- Enter the current date.
- Enter the business name (if applicable).
- Take the completed form to a notary public for witnessing, signature and seal.
- Submit the completed notarized form to the West Virginia State Treasurer's Office:

  - Mail to: WV State Treasurer's Office
            Attn: Stop Payment Processing
            315 70th Street SE
            Charleston, WV 25304
            OR
  - Email to: StopPaymentGroup@wvsto.gov

If you have questions, contact the West Virginia State Treasurer's Office Stop Payment group at (304) 558-3599.