

Unclaimed Check Policy

We are required by the Office of the State Comptroller to return any unclaimed checks within 30 days of the date of issuance. The following procedures should be followed:

1. The department should determine that the employee is **entitled** to the check and/or direct deposit advice
 - If the employee is **not entitled** to the check or advice, please RETURN the check or advice to Human Resources in AD-244. Campus Mail Services does not deliver paychecks via campus mail – the check should be returned in person by a department representative.
2. The department should make a good faith effort to deliver all checks and direct deposit advices to each employee.
3. If, within 2 weeks of the date of an unclaimed paycheck or advice, the department:
 - Is unable to locate the employee to arrange pick up of the check or direct deposit advice, or
 - Does not have a current forwarding address to mail the check or direct deposit advice to the employee, the department should send it, along with a note of explanation including the name and phone number of a contact person to:
Human Resources
Attn: Payroll
Couper Administration Building – AD 244

In the event that a check is returned to us, we will make another attempt to contact the employee. If after 30 days, the check cannot be delivered to the employee, we must return the check to the NYS Department of Taxation and Finance, Division of the Treasury.

- The checks are held in Albany for 3 months before being destroyed. Upon request, checks returned to the Treasury can be replaced for up to 1 year. Call a Payroll representative at 607-777-2122 for assistance.
- After the 1 year waiting period, monies will be deposited into the NYS Abandoned Property Fund. Subsequent claims for these funds must be directed to the Office of the State Comptroller, Office of Unclaimed Funds at 1-800-221-9311 within New York State, and (518) 270-2200 if calling from outside New York State.

In the event that a direct deposit advice is returned to us, we will hold it for 30 days, per the policy listed on the Direct Deposit enrollment form (AC-2772). If it is not claimed by the employee, we will destroy it in a safe and secure manner.

Please direct any questions regarding this policy to Cheryl L. Robinson-Boyett at crobin@binghamton.edu or 607-777-2129 between the hours of 9am-5pm.