



## Declaration of Loss Form

This *Declaration of Loss Form* should be completed if you have a cashier's/teller's check that has been destroyed, lost, or stolen.

**Instructions:**

1. Complete this form. We cannot process your claim until we have received all of the required information and/or documentation.
2. Submit this form and all supporting documentation to Summit Credit Union.
  - Deliver to any branch or
  - Fax to **608-243-5027** Attn: Contact Center or
  - Mail to Summit Credit Union  
PO Box 8046  
Madison, WI 53708
3. A fee of \$25 will be deducted from the account suffix the original withdrawal came from.

Original Cashier's Check Number	Amount \$	Date Issued
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Payee (name and address)

The cashier's check was  Lost       Stolen       Destroyed

Name: \_\_\_\_\_ Account number: \_\_\_\_\_

Day Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

I file this Declaration of Loss under penalty of perjury and supply the above & below information and warranties as required by Wisconsin Statutes 403.312. I declare that I no longer have possession of the above described cashier's/teller's check. I am the accountholder as noted above. The check was not transferred or lawfully seized. I cannot reasonably obtain possession of the check because it was **destroyed, lost or stolen**. (The Credit Union cannot process a declaration of loss claim on cashier's/teller's checks that are not lost, stolen or destroyed.) I understand that reasonable identification may be insisted upon by the credit union prior to acceptance of this declaration.

**The credit union has the right to require a 90-day waiting period before the cashier's/teller's check will be reissued. The declaration of loss has no legal effect during the 90-day waiting period. If during the 90-day waiting period, the original check is presented for payment by the holder in due course, the credit union is obligated to pay the original check. Should this occur, I agree to reimburse the credit union for this amount, and understand it will be withdrawn from my account.**

\_\_\_\_\_  
Member signature

\_\_\_\_\_  
Date

For internal use only:  
Request Taken By (Name):