

RE-ISSUE CHECK REQUEST FORM

RE-ISSUE CHECK POLICY AND PROCEDURES

1. A chapter dues check can be re-issued after 90 days from the date of the original check.
2. Chapter dues checks will be re-issued after receipt of the Re-Issue Check Request Form.
Please fax this form to: The NAWIC Office – attn: Darlene Hutzel at (817) 877-0324.
3. Your check will be re-issued upon its eligibility date and sent to the chapter treasurer along with a Treasurer's Report and Roster.

DATE: _____ REQUESTED BY: _____

CHAPTER NAME & NUMBER: _____

TREASURER: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____ EMAIL: _____

<u>DESCRIPTION</u>	<u>DATED FOR</u>	<u>AMOUNT</u>
REPLACEMENT FOR CHECK # _____	_____	_____
REPLACEMENT FOR CHECK # _____	_____	_____
REPLACEMENT FOR CHECK # _____	_____	_____
REPLACEMENT FOR CHECK # _____	_____	_____
REPLACEMENT FOR CHECK # _____	_____	_____
SUB TOTAL		_____

REASON FOR RE-ISSUE: _____

SIGNATURE: _____

I certify that the name listed above acts as my signature.

FOR NAWIC OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

CHECK #: _____

DATE PAID: _____

APPROVED: _____

CHARGE TO: _____

ELIGIBILITY DATE: _____

TOTAL: _____