

## Positive Pay

### Purpose:

Positive Pay is a service offered through Zions Bank that is designed to minimize fraud by comparing cleared checks against an electronic list of checks previously authorized and issued in CARE/CORIS. Positive Pay reduces losses by helping to identify forged (counterfeit) or washed checks and preventing them from getting cashed.

A check issued file is generated from CARE/CORIS each night that is sent to Zions Bank to compare with actual checks being presented to be cashed. Positive Pay insures a three-part match (check number, check amount and date) between the check being presented and the information contained in the check issued file. If the check number, check amount and/or date on a check presented to be cashed does not match the corresponding information submitted with the Court's file; Zions suspends payment on the check - pending review by the clerk(s) at each court location who have been set-up with access to Positive Pay. Checks presented for payment that do not match the information contained in the check issued file are known as exception items. The occurrence of exception items should be rare.

Clerks set-up with access to Positive Pay will receive an email notification when an exception items need to be reviewed. Decisions for checks identified as exception items can be made between 9:30 am and 2:30 pm. Exception items not reviewed prior to the cutoff time will automatically be approved for payment.

### Policy:

1. The reconciler (or designee), other than the check writer and check verifier, is responsible for monitoring Positive Pay.
2. AOC Finance Department will serve as backup for the clerk to render a Positive Pay decision, if needed.
3. If a fraudulent check is cashed, the court must notify AOC Finance.
4. AOC Finance will contact the bank and work with them to file an Affidavit of Forgery Alteration or Unauthorized Remotely Created Checks.
5. If the trust account bank shortage is not resolved within 60 days, the court should follow-up with AOC Finance.

## **Procedures**

1. Upon email notification of a positive pay exception, log in to Positive Pay and view exception item(s).
2. Run a trust check register (CORIS) or Trust Check PDF Report (CARE), to verify the check is valid, e.g. check number, check amount, payee and date.
3. Decision item
  - a. If check is valid, approve check for payment
  - b. If check is not valid, decline payment and notify AOC Finance
4. AOC shall contact Zions bank and file an Affidavit of Forgery, Alteration, or Unauthorized Remotely Created Checks.
5. AOC will monitor the trust account and follow-up with Zions if money has not been deposited back into the trust account within 30 days.