

Trust Check Signer Form

Check nos. \_\_\_\_\_ through \_\_\_\_\_

Check Writer's Signature and Date mailed to first signer: \_\_\_\_\_

As first check signer, I have accessed CORIS for sentencing information, scanned documents (judicial orders) or reviewed hard copy documentation, which may include: judicial orders, printed case history, or revolving trust form, to verify payee/victim, amount, and address.

First signer or initials: \_\_\_\_\_

(Date) \_\_\_\_\_

As second check signer, I have reviewed documentation as necessary, kept the checks secure, and placed them in a sealed envelope for mailing and/or delivered to a cashier if payable to the court revenue account.

Second signer or initials: \_\_\_\_\_

(Date) \_\_\_\_\_

**Email completed form to the check writer to be kept as supporting documentation.**

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