

For the Month of: _____ Year: _____

The 2nd check signer may also review documentation as necessary. The 2nd check signer shall then verify the number of checks and check numbers against the check register and sign checks. Once signed, checks are to remain secured until sealed in an envelope for mailing and/or delivered to a cashier, if payable to the court revenue account. The 2nd check signer shall then complete the Check Recap portion of this form indicating they have completed the duties required of the 2nd signer. This completed form should then be returned to the trust check writer.

Check Recap:

	Beginning Check #	Ending Check #	Total # of Checks Reviewed	Date Reviewed	Reviewed by:
1st Check Signer					
2nd Check Signer					
1st Check Signer					
2nd Check Signer					
1st Check Signer					
2nd Check Signer					
1st Check Signer					
2nd Check Signer					
1st Check Signer					
2nd Check Signer					