Instructions for Check Signers

1st Check signer

Trust Check listing: Date and initial when received; verify number of checks against the check register; verify check# against check register; verify checks (victim name) against court orders, non-judicial agreements or case history per accounting manual schedule as follows:

Line#	Column1	Column 2
	Total # of Trust Checks Issued in a Check Run	Sample Size of Trust Checks for the Signer to Review
1	1 - 25	100%
2	1 - 50	25
3	51 - 99	Total # Payments X.5 = sample Size
4	100	50
5	200	75
6	300	100

Check signer #2

Date and sign trust check listing when received
Verify number of checks against check register
Mail checks
Submit trust check listing to: _____