City Colleges of Chicago
Office of Finance
Attn: Vanessa Jackson
3901 S. State St, Room 216
Chicago, IL 60609 - 2906

AFFIDAVIT

State of Illinois}
} SS.
County of Cook}

Before the undersigned authority, personally appeared_____ , of the _____, located at_____, who, being duly sworn, according to law, deposes and says that ____ is advised that on or about the ____day of _____ there was mailed to _____ _, at their _____ address, City Colleges of Chicago District No. 508 Check No. _____, drawn on Bank One/JP Morgan Case Bank, payable to _____ or order, in the sum of $_____, the same being in payment of _ *student / employee or vendor* (please circle one)_____to City Colleges of Chicago District No. 508; that said check was never received by _____and has no information concerning same.
This affiant further says that _____, nor any official thereof, or authorized agent of this affiant, has not at any time or in any manner endorsed or assigned said check hereinbefore mentioned.

This affiant further says that this affidavit is made for the sole purpose of inducing the City Colleges of Chicago District No. 508 to issue to said _____ another check of like amount, in lieu of the said original Check No. _____.

By_____

Printed Name_____

Address_____

City _____State _____Zip _____

Email Address _____

Phone Number ( ) _____ - _____

Subscribed and sworn before me this _____ day of _____, A.D. _____.

_____

Notary Public

City Colleges of Chicago
Office of Finance
Attn: Vanessa Jackson
3901 S. State St, Room 216
Chicago, IL 60609 - 2906

SAMPLE AFFIDAVIT

State of Illinois}
} SS.
County of Cook}

Before the undersigned authority, personally appeared_____*(Name of Payee filling out* affidavit)_____, of the _____*(Name of Company or Person)* _____, of _____*(Address of Company or Person on Check)* _____, who, being duly sworn, according to law, deposes and says that __*(He / She)*__ is advised that on or about the ____*(Number)*____day of _____*(Month)*_____, ___(*Year)*____ there was mailed to _____*(Name of Company or Person)* _____, at their __*(Home/Business)*__ address, City Colleges of Chicago District No. 508 Check No. __(*Number on Check)*__, drawn on JP Morgan Chase Bank, payable to __*(Name of Company or Person)*__ or order, in the sum of $_(*Dollar Amount)*__, the same being in payment of ____*(Type of Service Provided)* ____to City Colleges of Chicago District No. 508; that said check was never received by __*(Name of Company or Person)*___ and has no information concerning same.

This affiant further says that _____*(Name of Company or Person)*_____, nor any official thereof, or authorized agent of this affiant, has not at any time or in any manner endorsed or assigned said check hereinbefore mentioned.

This affiant further says that this affidavit is made for the sole purpose of inducing the City Colleges of Chicago District No. 508 to issue to said __*(Name of Company or Person)*__ another check of like amount, in lieu of the said original Check No. ___*(Number on Check)*_____.

By_____*(Payee - Sign in Front of Notary Public)*_____

Printed Name__*(Printed Name of Payee from above)*_____

Address _____*(Address of Company or Person*_____

City _____ State _____ Zip _____

Phone Number ( ) _____ - _____

Subscribed and sworn before me this _____ day of _____, A.D. _____.

(*Signature & Seal of Notary)*

_____

Notary Public