

# ATTENTION VENDORS:

There has been a significant increase in the number of forgery claims being submitted by vendors due to stolen checks that were cashed. The Alabama Department of Transportation (ALDOT) **STRONGLY RECOMMENDS** each vendor sign up to receive payment through electronic funds transfer (EFT). All physical checks are mailed per the vendor's remittance instructions included on their invoice.

If a check is stolen and cashed, ALDOT **CANNOT** simply reissue payment to the vendor. There is a process that must be followed per the Alabama State Treasury Department and the State Comptroller's Office. The process to reissue payment on a stolen and cashed check is considerably lengthy.

*The claim form 'Forgery Affidavit' should be filled out by the vendor and submitted to ALDOT, where it will be forwarded to the Treasury Department. The Treasury Department will submit the claim to the bank for investigation. Once investigated, if the claim is found valid, the bank will notify the Treasury Department and a certified check will be issued to the State. ALDOT will receive notification and will be responsible for depositing the check. Once the check is deposited, the Comptroller's Office will be notified to begin the process to reissue payment to the vendor.*

This process can take a minimum of 6-9 months to complete due to the increased quantity of forgery claims being submitted. For additional information regarding the forgery claim process, please contact ALDOT's Bureau of Finance & Audit.

To update all vendor information or sign up for EFT, visit: <https://alabamabuys.gov>

Help Desk Information:

Phone: 334-353-0700

Email: [alabamabuys@purchasing.alabama.gov](mailto:alabamabuys@purchasing.alabama.gov)

**NOTE:** It can take several weeks to activate the banking information for EFT in the Comptroller's Office system. Please contact the Help Desk for additional information on that process.