



THE HONORABLE CURTIS M. LOFTIS, JR.
State Treasurer

DIRECT MAIL TO PAYEE OF VENDOR AND PAYROLL CHECKS

Effective March 30, 2020

03/26/2020

On March 17, 2020, the State Treasurer's Office communicated it was preparing for all paper checks to be mailed directly to payees. **Effective Monday, March 30, 2020**, ALL Vendor and Payroll checks will be mailed directly to the payee from the printing facility via the United States Postal Service (USPS). Please notify your couriers that checks will no longer be picked up from the 2nd Floor of the Wade Hampton Building.

If your agency needs to pull a specific check for special handling, please complete the Check Pull Request form found at <https://www.treasurer.sc.gov/media/81810/check-pull-request-form.pdf>. This form must be emailed to checkpull@sto.sc.gov prior to 11:00 am on the day the check is printed. If the request is timely and approved, the pulled documents will be returned to your agency via YOUR overnight UPS or FEDEX account as noted on the pull request form. PLEASE limit your pull requests to items of critical need and absolute necessity. We will be monitoring the volume of "pulled checks" to ensure the requests are for critical needs only.

We appreciate everyone's flexibility and understanding during these unprecedented times. Thank you in advance for your cooperation.