



Broome County  
OFFICE OF THE COUNTY CLERK

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Joseph A. Mihalko, County Clerk

Christopher P. Dzedzic, Executive Deputy County Clerk  
Rosalie A. Catalano, Deputy County Clerk  
Frances Martin-Childs, Deputy County Clerk  
Darlene R. Croston, Deputy County Clerk - DMV  
Sara Jo Kukowski, Records Management Officer

**Memo regarding outstanding checks**

Effective June 1, 2018, the Broome County Clerk's Office is updating its policy for stale, outstanding checks.

Checks will be considered stale after they are outstanding for six months.

If a check is for \$100.00 or more, the following will occur: the Broome County Clerk's Office will send the individual to whom the check was issued, a letter notifying them of the outstanding check. If the check is deemed lost, the individual or company may complete a form requesting that the check be reissued to them. Once all the paperwork has been completed, a new check will be issued to the individual or company. In addition, a stop payment will be put on the original check at the bank to ensure that it is not deposited if located. If no response is received by Broome County Clerk's Office, a stop payment will be put on the check at the bank to ensure that the check is not deposited.

If a check is for less than \$100.00, a stop payment will be put on the check at the bank to ensure that the check is not deposited.