



**THE HONORABLE
CURTIS M. LOFTIS, JR.**
State Treasurer

CHECK PULL REQUEST FORM

Email form by 11:00 a.m. to: checkpull@sto.sc.gov with “[Agency ID] Check Pull Request” in the subject line.

Questions? Call: Rhonda Williams at 803.734.2105

SECTION 1: AGENCY INFORMATION

Check(s) Date (Must be previous business day): _____

Agency ID: _____ Agency Name: _____ Contact Phone: _____

Requestor Name: _____ Email: _____

Carrier Selection (if Overnight or 2nd Day Delivery is requested): Carrier: _____ Account #: _____

SECTION 2: CHECKS TO BE PULLED

Line	Check Number	Payee Name	Check Amount	Attn to Name	Send to Address: Company Name Street Address City, State Zip	Delivery Method (Please select)
1.						
2.						
3.						
4.						
5.						

SECTION 3: CHECK PULL REASON

Line	Reason for Check Pull Request
1.	
2.	
3.	
4.	
5.	

SECTION 4: NOTICE

- Check pulls must be received by the State Treasurer’s Office (checkpull@sto.sc.gov) by 11:00 a.m. Anything received after this timeframe will be a best effort attempt to pull the check.
- Default delivery method is US Mail 1st Class, if no selection is made.
- If Overnight or 2nd Day Delivery is selected, Agency MUST provide an UPS or FedEx Account #. If no account # is provided, checks will be sent via U.S. Mail.