



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: Angela Gregory at 803.734.2686

SECTION 1: AGENCY INFORMATION

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

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

Requestor Name: _____ Email: _____

Carrier Selection: Carrier: _____ UPS/FedEx Account # (if applicable): _____

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
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.
- Agency MUST provide an UPS or FedEx Account #. If no account # is provided, checks will be sent via U.S. Mail, will not be tracked and may take between 7-10 days for arrival.
- If more than five checks are requested, Agency may attach an excel document in the same format as section 2 above.