



THE HONORABLE  
CURTIS M. LOFTIS, JR.  
State Treasurer

# CHECK PULL REQUEST FORM

Email form by 10:30 a.m. to: [checkpull@sto.sc.gov](mailto: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](mailto:checkpull@sto.sc.gov)) by 10:30 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.