



THE HONORABLE CURTIS M. LOFTIS, JR.
State Treasurer

CHANGE TO CHECK PULL REQUEST DEADLINE AND NEW CHECK PULL FORM (EXCEL)

Effective April 1st, 2024

3/20/2024

On March 20, 2024, the State Treasurer's Office communicated to Agency Finance Staff there is an upcoming change to the check pull request deadline. Wells Fargo Bank prints all agency checks for the State of South Carolina, as well as other organizations. To achieve the best possible outcomes on check pull requests, the State Treasurer's Office is moving the cutoff time for sending check pull requests **one-half hour earlier** beginning **April 1st, 2024**. **Agencies must email all [Check Pull Request forms](#) to the [Check Pull email \(checkpull@sto.sc.gov\)](mailto:checkpull@sto.sc.gov) no later than 10:00 am.**

Wells Fargo requires the correct check number, check date, and exact payee name on all requests. Agencies requesting check pulls must ensure all information is correct prior to submitting the request. The check pull process at Wells Fargo is a manual process based on the requests sent. Wells Fargo states that they "perform check pulls on a 'best effort' basis...in some cases, we may not be able to complete the check pull request."

In addition, please use the new Check Pull Request form in excel format rather than the prior PDF form. We hope this eases check pulls with multiple requests.

We understand this will be an adjustment for all involved and appreciate your understanding. Thank you in advance for your cooperation.