

# Memorandum

From the Geauga County Treasurer's Office

DATE: May 23, 2016  
TO: All  
FROM: Christopher P. Hitchcock  
RE: **Treasurer's Altered Checks Policy**

**Effective immediately, The Geauga County Treasurer's Office will no longer accept altered checks.**

The following statement from Huntington National Bank outlines what is and is not considered an "altered" check.

The bank understands when a numeric amount needs to be changed to match the written amount. However the written amount shouldn't be changed to match the numeric, even if the customer initials it. The written amount is considered the legal payable amount. So my recommendation to protect the County from potential disputes would be to limit any alterations and if a change needs to be made, it should not be done to the written amount.

**Typed or printed checks cannot be altered in any way.**

If you have any questions, please free to contact my office.

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