



Utah WIC Program – Bookkeeper Information Sheet

*****Every store should initiate a screening process for Utah WIC Checks to examine for errors before depositing*****

Follow the instructions below or refer to the WIC Manual for Bookkeeping and Cash Office Staff

- Did the cashier accept the check within proper dates?
If not, do not deposit.
- Did the cashier legibly write in **BLACK INK** the total in the “Pay Exactly” box?
If not, use a black pen and write in the total amount and deposit.
- Does the total seem reasonable for the items that are listed on the check?
If not, recalculate and adjust the price before depositing.
- Does the total amount exceed the limit on the cash-value voucher?
If the total amount exceeds the limit on the cash-value voucher, adjust the price and deposit.
- Did the store associate have the customer sign the check; is the signature in the “AUTHORIZED SIGNATURE” box?
If not, do not sign and do not deposit.
- Is there handwriting of any kind in the “PAY TO” box?
If so, place a white sticky label over the stray lines before depositing.
- Is the WIC Stamp set to the correct date of the transaction?
If not, place a white sticky label over the entire stamp, change the date and re-stamp.
- Imprint the check with the WIC stamp using **BLACK INK** in the proper box. **Do not double stamp.**
- Is the stamp imprint dark enough and readable?
If not, place a white label over the entire stamp and re-stamp. Consider re-inking the stamp pad.
- The check is now ready for deposit to the bank.

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Rejected WIC Checks

1. Returned WIC checks with **missing** or **unreadable** vendor stamps may be corrected and directly re-deposited within sixty (60) days of the First Date to Use. *Use a white sticky label to cover any unreadable stamp numbers/date before re-imprinting. Do not double stamp.*
2. Returned WIC checks **with a total purchase price that exceeds the maximum reimbursable amount** must be validated by the State WIC Office **before** it may be redeposited. *Mail the rejected check to the State WIC office accompanied with a printed copy of the electronic transaction or copy of the receipt. A printed list or dummy cash register receipt will not be accepted.*
3. WIC checks returned for the following reasons will not be paid nor accepted for validation:
 - a. Checks missing the authorized signature, or was signed outside of the signature box,
 - b. Checks redeemed prior to the First Date to Use,
 - c. Checks redeemed after the Last Date to Use,
 - d. Checks missing the total amount in the Pay Exactly box.
 - e. Incorrect items were sold
 - f. Deposited after 60 days from the first date to use.
4. **Returned WIC checks that the vendor wishes the Utah WIC Program to consider for validation need to be sent to:**

Utah WIC Program
Attn: Vendor Coordinator
P.O. Box 141013
Salt Lake City, Utah 84114-1013