

## REQUEST FOR CANCELLED CHECK COPIES

Delta Dental has received your request for copies of cancelled check(s). Please mail the attached form to:

Delta Dental  
ATTN: Accounting, Check Copy Request  
PO Box 30416  
Lansing, MI 48909

We will begin the process of obtaining the cancelled check(s) you have requested as soon as we receive the attached form. We will forward the copies to you once we have obtained them. Please allow one to two weeks for processing.

Thank you,  
Delta Dental Accounting

Contact Information:

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Anticipated reason for copy of check request:

- Embezzlement / Fraud
- Breach
- Reconcile Account
- Personal

Method desired to receive check copies:

Paper mail to: \_\_\_\_\_

Email (if different then above please specify) \_\_\_\_\_

Please indicate on the schedule below the check(s) you would like to receive:

Cancelled Check Bank Acct#	Issue Date	Cashed Date	Check #	Check Amount