

Jack Smith Audio Download for February 23, 2009

Audio Title: Beneficiary

Partial Transcript

Catherine: The A4V process

Info for zeroing out IRS/taxes using IRS payment coupon & 1040V voucher.

Listen to audio here: <http://www.talkshoe.com/tc/47942>

Also included below are the IR Manual, Money Order specs and the UCC info pertaining to money orders as mentioned in the audio.

The group of folks that I kind of do research and that sort of thing with, um, we're angling a lot toward the beneficiary stuff right now like yourselves. A lot of rumors of success, but in the experimentation that we've done within our group with different optional forms and things, we're not seeing success at this point. We're not seeing success with tax forms, **still having the same success that we've had with the money order process.** That we had kind of done and we did in all our experimentation, **we thought that our money orders couldn't get processed unless we had a valid 1040. And we just got zero balance letter on a money order within the last two weeks for somebody who hasn't filed in 25 years.**

So I don't know if our money orders are just getting better, **but we've only, only, only, ever seen any success with stuff that's hand written;** nothing that's printed on the computer, or over-layed. And um, **we've also only ever seen success paying the IRS.** So, that's, um, it was very interesting to see that one go thru with him not having filed, because we really thought that having to process a 1040 was a key issue on all the zero balances and I did hear um, one woman I know called me ah within the last week or so... she had done a hand written one, I didn't see what she actually did, but, um, she's saying that the IRS didn't recognize it. So it's the first person that I know of that the IRS didn't send em a zero balance letter, doing it the way that we've been doing it for about 9 months now. But um, we don't actually hand out samples of the money orders. But what we do tell everybody is **it's in the Internal Revenue Manual, on the IRS web site, it lays out their requirements for a money order.** (see page 6 below)

So if you go research it, they lay out every detail that they want on there. We basically took the UCC and the Internal Revenue Manual and combined it and that's how we made our money orders. So everybody's really got to take it and put your own energy into it and make it your own. (see page 9 below)

Jack: When the people that you're working with do the money orders and then like send them to the IRS, what do they usually notice in terms of responses from internal revenue? Are there letters, ah, what kind of responses are they getting?

Catherine: Um, what we usually, we've **seen letters that actually say that the tax year is paid in full.** Um, **we've also seen just processing that comes with a payment coupon with a zero balance for the year that's referenced.** So they're saying no payment is due. Um, **we've got people who've never seen anything after that zero coupon for seven months. So, it seems like if you can get the zero, if you are working on a specific year, and you can get the zero coupon, it seems like you're done.** It's what we're seeing, now, we're still trying to find somebody who's willing to call the IRS and scream at them to get

them to remove a lien, because we're saying hey! Call em up, tell em you guys sent me something saying I owe zero payments processed, you're damaging me by leaving the lien in there. But nobody wants to do it. So...

Jack: Usually what we didn't say in the past is that the Internal Revenue, if they give you a notice of lien and levy, you've got 30 days to ask for an appeal as a right. And in that 30 days when you ask for the appeal you submit your administrative record of what you've done to set off and discharge it. And we've had people in the past that have done that and submitted the record on that appeal and it's reversed the notice of the lien and levy. If somebody doesn't recognize that when the IRS send a notice of lien and levy it starts a 30 day clock and if you don't apply for that administrative appeal or review in that time, you're waiving your right to present your record to get the IRS to administratively reverse the lien and levy.

Catherine: See, and we're working on really old stuff with everybody. I mean, we've got liens that were filed in the late 90s that should just fall pretty soon even if they don't do anything else. But, so we'll see if... I got a guy now who just asked for a bunch of bills and he's willing to call them up and say hey get the lien out of there. But we just keep working on, but **we are seeing a 45 to 60 day processing time on those payments to the IRS.**

Jack: If they tender a money order lets say for a year like 2000 or whatever, are any of these people ever getting letters back not with regard to what they just did, although they may get a letter that might say something like we received your correspondence and we're formulating a (indiscernible) and we'll let you know in 60, 90 days and you don't have to do anything... a lot of people have gotten those kinds of letters. But have any of these people gotten a letter in which then it appears as though they get a letter from IRS saying Ah, we got a question about tax year 2004 or a year different from what they've done? Are any of your people noticing that kind of correspondence?

Catherine: No. We haven't seen that one, I don't think, um, the one thing we've gotten, we've got one guy who did something totally different and he just gets repeated letters. I mean, once a month, they, and they actually did send him a paid in full letter, but they still once a month send him a letter saying we're processing your correspondence, even though they already sent him the paid in full letter. So...

Jack: The question by Pete is "Aren't they using up your time?" Well the presumption is you have 30 days to ask for an appeal, if you get a letter stating intent to lien and levy. If they don't send a letter, we intend to lien and levy, there is no time going for anything other than the fact that generally, if you tender to them a money order, you as the creditor, the trustee on the private, should be resolving this matter within 90 days. And so to the extent that they're just putting this off and off and off, and you don't do an administrative procedure, within that 90 day period of time i.e., get a certificate of protest against them, by their failure to ledger and respond. Usually what's happened is if you continue your process notwithstanding, and then notify whoever the agent or the writer is that keeps sending you all these letters, that we have now got a certificate of protest against you and issue a notice of protest to them, generally, if internally they're tracking this process correctly, even if it's with Joe Agent that hasn't got a clue what's going on, somebody farther up the line will see that once you send to them a certificate of protest, that puts the IRS agent in dishonor. Commercially they got to withdraw. Whether

that agent is knowledgeable enough to do it or not, is questionable. But if somebody reviewing that process, understands that's what you've done, generally that triggers a letter which is a notice of intent to levy, because they see that you've got a certificate of protest which is going to be the evidence record, you're going to submit to that appellate review. Okay. **Other than that, if you just send them a money order and they show the account at zero, then theoretically you've got evidence that the account has been settled. Then you don't really need to go to protest because the zero on your documentation is the equivalent of a receipt.**

Catherine: Right and see we're actually, one person had suggested that we start putting, like if they got another bill, write another money order but identify on it "second payment" on the third one put "third and final payment", but, and we have seen some bills cross in the mail and we went ahead and sent second payments and identified it as second payment, but I'm pretty, the timing was so close, I'm sure that stuff was crossing in the mail. Um, the other thing is, **is we're only doing money orders on the coupons. On the payment voucher coupons that already have the routing numbers on the bottom.** We... a lot of stuff is guess work and we're all experimenting and, but I do think that those numbers on the bottom of the voucher, already being there, have something to do with it going thru. So, you know if somebody has an IRS issue to deal with, I would call them (IRS) up and ask them for a bill. If it's an old IRS issue they're going to send you account transcript. Then you get to call them up again and say no, I need a voucher to be able to pay this. I need you to send me a voucher; a bill with a voucher coupon voucher with an amount due, and then they're going to tell you that they've assigned it to a revenue agent and then you get to call the revenue agent and say hey, you have enough on your plate, get me off of your plate, you know, all I need is for you to send me the bill. And, so, it's a little bit of a process but the people have really got to step up to the plate. They've got to be willing to pick up the phone and call the IRS and get it done.

Jack: If you're in the private side and you're acting as a trustee to do this is fine. It's when you are doing the public appearances in their public hearings, that's when you want to be the beneficiary and not the trustee.

(Indiscernible question from the audience)

Catherine: Ten million dollar check? **Even with the money orders that we do, we do them for the exact amount on the bill. The exact amount!** We're not doing double, we're not doing triple, and we're not doing quadruple... If it's a five thousand dollar frivolous filing, which we get, because we experiment, it's five thousand dollars even. If somebody doesn't pay their five thousand on time, I think the penalties and interest come out to five thousand thirty two dollars and nineteen cents. So were sending them \$5,032.19. So we're doing the exact amount. We're not monkeying around with... You know I think um, I'm might get smacked, but that's okay, nobody knows how to get a hold of me... some of this stuff with ridiculous dollar amounts, people are just out of control. Um, I don't believe for 5 seconds... we've had this discussion and I know, I don't believe for 5 seconds that your traffic ticket is worth three hundred million dollars. I'm sorry. You know, I don't think a ten thousand dollar credit card case is worth three hundred million dollars. I mean, the bond on that case would have to be going for a long time to be able to... it's just not a realistic amount. And I don't think that when you're setting it off, against an exemption, or exclusion, or any of the fifty other names that we want to call it, because we don't know how to define it exactly, **you don't need to give them any extra money.** They'll settle the account. We've seen people get letters back saying well you still owe another eleven dollars... I mean, and God-forbid, somebody actually whips out a checkbook and sends them a check for eleven dollars.

Write out another money order on the coupon and send them eleven dollars and be consistent in your actions.

But I don't believe it at all for 5 seconds in sending some crazy amount like ten million dollars. Out of all the people that I personally know that are dealing with stuff, one guy owes maybe two and a half million. Most people do not owe the IRS ten million dollars.

Question from Pete: The question is, are you using letter rogatories and negative averments and the whole package of other paperwork with the stuff you're sending along?

Catherine: No. All we send, um, we take the top portion and accept it for value, you put the money order on the actual coupon, refold it so that it fits back into the IRS envelope and send that and we do a 1040V with it. You do not detach the coupon from the statement? No. We literally just refold it so that, you know in the payment window, it's going in the mail to wherever the bill came from. If it's Andover, or Fresno, or Ogden, or wherever, we refold it so that it fits right in the window and we use their same envelope. We send it certified mail. Some people do it insured... insured is kind of fun cause then the post office is your witness. Um, but ah usually just certified for the most part.

Question from a participant: Why wouldn't you send them double the amount?

It kind of goes back to what are you trying to accomplish? Are you trying to zero the account? So if you send them, if your frivolous filing is 5,000., and you send them 7,500., how are you zeroing the account? Just take the current bill and... if you got a frivolous filing, they are sending you bills relatively regularly. Usually at least every couple of months saying, here's your updated penalties and interest. If you are in bankruptcy, ask for a copy of any actual bills that they've received from the IRS. And they should be able to give you a copy that's going to have the coupon at the bottom, and it's going to have the routing numbers on it and all the strange things that seem to make it work.

Even though there is a dotted line to detach the coupon from the statement, do not detach it. That's what we do. And another little tip too is, we never send a blank page to anybody anywhere. So, on the top of the bill we would write Acceptance on other side or reverse or everybody has something different they are comfortable with. We all have... we're sticklers about words. So we have different ways we prefer to write things. On the back of the bottom where the money order is, we write Money Order, on the reverse, on the back of the 1040V voucher on reverse, we never send them a single blank page cause I've been in a court room situation and I seen it, the judge sitting up there on the bench and saying "I'm looking at a blank piece of paper". We idiot proof everything we send to the IRS. You don't know who's getting it.

Question: Have you ever sent in the voucher with your indorsement on the back, because a few people are trying that.

Catherine: Um, there's some interesting stuff about that, we have not actually tried it. Um, we only sign the front and put on the back "see reverse" just so there isn't a blank page.

Jack: One of the things we're looking at Catherine is, on the money order the drawer signs the front, and the endorser signs the back and the endorser is the party who's liable on the money order. And if we in the private are the creditors, and it's coming out of our account, we should most likely be endorsing the back, it's kind of like if you're writing a check at a checking account in an open bank account for cash, you draw the funds and you endorse the back to get the cash. And so, this might be appropriate on that coupon. To sign the front as the drawer on the money order to give approval and on the back, to be the endorser to the extent that you're giving the authority for it to come out of your account. And then you don't separate it, because if you separate it, that would be the duty of the trustee who's administering the account. Okay. Return the whole thing.

Catherine: We've had some lengthy discussions in our group on that. Based on the fact, that... like if you take a bank check to the bank, the front side of the check is the public side. The back side is the private side. And there's even been recent discussions with the bankers... bankers will only endorse stuff on the back of the check in certain colors. So there's something to it, and it is but we haven't actually had anybody test it yet. Bankers are using red ink to endorse for most of the banks endorsements on the back of the check. (Jack: red is above the line and blue is below the line. Red would be on the private side; the republic and blood the Christ which cancels the account. And the blue is the admiralty below the line on the public side. So if you are endorsing on the back and it's the private side, coming out of the asset account, it's a good chance it should be in red.) We've done all of our money orders in blue on the front. But we also just for the heck of it did the acceptance in red and that went thru too. The acceptance in red and the money order in blue... I mean, we're trying all sorts of things.

Catherine: WE NEVER STAMP ANYTHING EVER!!! WE DON'T DO ANYTHING THAT IS NOT HAND WRITTEN. IT'S THE HIGHEST FORM OF AFFIDAVIT. YOUR HANDWRITING YOU'RE SHOWING THAT YOU ARE A LIVING MAN YOU'RE PUTTING YOUR COMMERCIAL ENERGY INTO IT. I know it would be really fun to be able to be super lazy and just whip out a stamp, and stamp everything and turn it into money, but I haven't seen anything but handwritten money orders and hand written acceptances work. And there are different cases. You can go look in court records and stuff, where people are settling cases and people have gotten out of jail, things like that. You look at all the documents; all those money orders are handwritten. All of them. Everything is handwritten.

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Not IBOE's or bonded PN's, only money orders. We already know the money order works so why use anything else? We don't monkey with any of that stuff. Some people had some successes a few years ago and did get paid-in-full letters, on bonded PN's by the IRS but they were not backed by anything other than their word. It was, their word is their bond. And they got paid letters back. But um, for the most part all we've done really for over a year is just pay the IRS with money orders.

Catherine: I sort of have the belief that the Secretary of the Treasury doesn't really give a rat's petudy, about five thousand dollar frivolous filings. I think he has a lot of better stuff to do with his time. I don't think he cares. I do believe to a certain extent, in a chain of command. And if you're dealing with an IRS agent on an IRS issue, (referring to going to the Secretary of the Treasury or filling out a form 56), you are going so far above the chain of command. I mean for one thing have you tried to pay it properly? Cause that's the first step. If you owe the IRS money, pay them. It's so simple it's so easy, just pay them and get it over with.

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When we get the first bill, we pay it so we don't get any liens or levies.

Catherine portion end transcript

From The Internal Revenue Manual

<http://www.irs.gov/irm/part5/ch04s01.html#d0e74309>

5.4.1.8 (05-31-2000)

Processing of Payments

1. Payments and related documents such as tax returns must be prepared for shipment to the service center by close of business on the date of receipt from the taxpayer or as soon as possible the next business day. Bankruptcy Trustee checks (one check covering multiple taxpayers for input to the Automated Insolvency System (AIS)) must be received at the designated service center by the fourth day of receipt from the trustee.
 - A. All single tax payments of \$100,000 or more or the aggregate total is \$100,000 or more will be forwarded immediately per (2) below.
 - B. All time frames referred to above are "clock hours" (not "work hours"), excluding weekends and holidays.
2. Before remittances and tax returns can be shipped to their aligned service center, they must be perfected.

Examine each remittance to make sure it is negotiable. Look for:

- A. Payers complete signature (however unsigned checks can be submitted for processing)
- B. Valid date (If undated, enter the IRS received date. If check is post-dated, it should be returned to the taxpayer if the date exceeds 10 days.)
- C. Numeric and written amounts should agree
- D. Payee should be "United States Treasury". If the payee section is left blank or illegible or has the initials "IRS" , it must be over-stamped with the words "United States Treasury" .
See Exhibit 3.8.44-4 Overstamping Guidelines, IRM 3.8.44 Service Center Deposit Activity.

- E. If the remittance is in the form of a "refund check" or "substitute refund check" the check should be marked "non-negotiable" and form 3913 must be completed using Parts 2 & 3 as the posting document.
- F. If the remittance is a Treasury check other than an IRS refund it must be less than 12 months old. If it is less than 12 months old, process as appropriate. If it is more than 12 months old, return the check to the taxpayer with instructions to contact the issuing agency for a replacement check.
- G. If the check is made payable to the taxpayer and it has not been endorsed; it must be returned to the taxpayer, unless it is an ACS levy.
- H. If the check is made out to any agency or department of the U.S. Government (having no independent status) the payee should be construed to be the "United States" . You can over-stamp the check with "United States Treasury" . To preclude the possibility of any disputes the payee office should be requested to endorse the check whenever possible. Research prior to over stamping.
- I. If the remittance is received with the payee showing the name of any bank and documentation to show it was intended as an FTD payment, the payee line should be over-stamped with "United States Treasury" and processed.
- J. If the payment is in response to a levy, with the taxpayer as payee, and not endorsed, it should be endorsed as follows, "This check (or money order) and the proceeds thereof, have been seized under authority of Title 26, United States Code, Section 6331, for application on the unpaid tax liability of (name of taxpayer) and is herewith deposited to the credit of the Treasurer of the United States, Area Director of Internal Revenue Service, (city and state)"

Once it has been determined the payment is negotiable; an appropriate posting document should be completed to ensure customer accounts are properly credited with the payment.

- 3. Extraordinary measures need to be taken to ensure that the interest loss to the Government is minimized for remittances of \$100,000 or more (single or aggregate) (except U.S. Treasury checks). Area managers and liaisons will need to be especially cognizant of the need to submit these deposits timely to the service centers. When single remittance is \$100,000 or the aggregate total is \$100,000 or more, area officials will annotate "LARGE DOLLAR" on the outside of "Confidential Information: To be opened by addressee only" envelopes that are enclosed in the overnight package.

5.4.1.10 (05-31-2000)

Acceptable Remittances

- 1. Generally, remittances are of the following types payable at par through normal banking channels:
 - Cash
 - **Money Orders**
 - Cashier's Checks
 - Personal Checks
 - Escrow Checks
 - Drafts
 - Foreign Checks
- 2. If an employee discovers cash or receives a cash payment and it is too late to convert the cash to a check or money order, steps must be taken to ensure:

- A. The cash is stored in an appropriate facility overnight and retrieved, for conversion by the collecting employee the following business morning. *See IRM 1.16.4*;
- B. The AO Liaison/Manager will verify that the cash and Form 4287 or 809 amount agree while in the presence of the collecting employee before containerizing these remittances.

5.4.1.11 (05-31-2000)

Review of Non-Cash Remittances

1. To ascertain negotiability, examine checks and money orders for the following:
 - A. Payor's complete signature (unsigned checks should be returned to the taxpayer for signature).
 - B. Valid date—if a check is undated, enter the IRS received date. If a check is post-dated, normally it should be returned to the taxpayer or responsible employee per (3) or (4) below.
 - C. Numeric and written amounts should agree. If these amounts do not agree, have the taxpayer correct the check.
2. Payee should be—United States Treasury:
 - A. Remittances (checks, money orders etc.) with the payee section blank or illegible, Payable to the Internal Revenue Service, or with only the initials IRS must be over stamped immediately with the words "United States Treasury."
 - B. If the taxpayer(s) has not endorsed a refund check or substitute refund check (as identified by the notation "Substitute Check" on the face of the check) mark the check "Non-negotiable" and route the check with the completed Parts 2 and 3 of Form 3913, Acknowledgment of Returned Refund Check, and any related correspondence to the service center to be applied to the taxpayer's account. Form 3913, should be completed by the responsible customer function after returning the check per (4) below.
 - C. If a check (other than a refund or levy check) is made out with the taxpayer as the payee and the taxpayer has not endorsed it, return the check to the responsible employee per (4) below.
 - D. Where the payee office is any agency or department of the United States Government having no independent status, the payee should be construed to be the United States. Such remittances may be endorsed by the Internal Revenue Service, in its capacity as an agency of the United States. However, to preclude the possibility of disputes as to the validity of the endorsement, the payee office or agency should be requested to endorse the checks whenever possible.
 - E. If remittances are received with the payee line showing "Internal Revenue Service" or the name of any bank and documentation to show the remittance was intended as an FTD payment, the payee line should be over stamped with "United States Treasury" and the payment forwarded for deposit.
 - F. If the payee is not U.S. Treasury or another government agency, examine the reverse side of the check for an endorsement by the payee. If not endorsed, return check to the taxpayer or responsible employee (as appropriate) per (3) or (4) below.
 - G. If a Treasury bond has been submitted, return it to the taxpayer or responsible employee (as appropriate) Per (3) or (4). Taxpayers must arrange redemption of the bond(s) through their local Federal Reserve Bank or the Bureau of Public Debt, Division of Loans and Currency, Washington, D.C. 20226.

- H. Treasury checks must be cashed within 12 months of the issue date on the check, per Public Law 100-86.
 - I. If a Treasury check is issued as an IRS refund, review the issue date. DO NOT PROCESS THE CHECK. Mark or stamp "Non-negotiable" in the signature area on the front of the check and cross out any endorsements, if present. Forward it with any attachments to the Taxpayer Relations, Refund Inquiry Unit, at the service center. If a live return accompanies the check, photocopy the return, attach it behind the non-negotiable check, and forward to Taxpayer Relations, Refund Inquiry Unit.
 - J. If the Treasury check is other than an IRS refund, review the issue date. If it is less than 12 months old, process the check as appropriate. If it's older than 12 months, DO NOT PROCESS THE CHECK. Return it to the taxpayer with an explanation and instructions to contact the issuing agency for a replacement check.
 - K. Treasury checks of \$5,000 or more must be forwarded to the service center as quickly as possible.
- 3. If a levy check or money order lists the taxpayer as payee and is not endorsed by the taxpayer, the following endorsement (which may be either typed or rubber-stamped) should be made: "This check (money order) and the proceeds thereof have been seized under authority of Title 26, United States Code, Section 6331, for application on the unpaid tax liability of (Name of Taxpayer), and is herewith deposited to the credit of the Treasurer of the United States. Area Director of Internal Revenue, (City and State)."
 - 4. Remittances submitted directly by a taxpayer that must be returned, will be transmitted to the taxpayer under a completed Form 8121, Return of Unacceptable Payment.
 - 5. Remittances that are non-negotiable or are deemed unacceptable will be returned with a response required Form 5919 to the responsible employee's supervisor.
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U.C.C. - ARTICLE 3 - NEGOTIABLE INSTRUMENTS

<http://www.law.cornell.edu/ucc/3/article3.htm#s3-402>

PART 1. GENERAL PROVISIONS AND DEFINITIONS [\[Table of Contents\]](#)

§ 3-101. SHORT TITLE.

This Article may be cited as Uniform Commercial Code -- Negotiable Instruments.

§ 3-102. SUBJECT MATTER.

(a) This Article applies to [negotiable instruments](#). It does not apply to money, to payment orders governed by Article 4A, or to securities governed by Article 8.

(b) If there is conflict between this Article and Article 4 or 9, Articles 4 and 9 govern.

(c) Regulations of the Board of Governors of the Federal Reserve System and operating circulars of the Federal Reserve Banks supersede any inconsistent provision of this Article to the extent of the inconsistency.

§ 3-103. DEFINITIONS.

(a) In this Article:

(1) "Acceptor" means a [drawee](#) who has accepted a draft.

(2) "Consumer account" means an account established by an individual primarily for personal, family, or household purposes.

(3) "Consumer transaction" means a transaction in which an individual incurs an obligation primarily for personal, family, or household purposes.

(4) "Drawee" means a person ordered in a draft to make payment.

(5) "Drawer" means a person who signs or is identified in a [draft](#) as a person ordering payment.

(6) [reserved]

(7) "Maker" means a person who signs or is identified in a [note](#) as a person undertaking to pay.

(8) "Order" means a written instruction to pay money signed by the person giving the instruction. The instruction may be addressed to any person, including the person giving the instruction, or to one or more persons jointly or in the alternative but not in succession. An authorization to pay is not an order unless the person authorized to pay is also instructed to pay.

(9) "Ordinary care" in the case of a person engaged in business means observance of reasonable commercial standards, prevailing in the area in which the person is located, with respect to the business in which the person is engaged. In the case of a bank that takes an [instrument](#) for processing for collection or payment by automated means, reasonable commercial standards do not require the bank to examine the instrument if the failure to examine does not violate the bank's prescribed procedures and the bank's procedures do not vary unreasonably from general banking usage not disapproved by this Article or Article 4.

(10) "Party" means a party to an [instrument](#).

(11) "Principal obligor," with respect to an instrument, means the accommodated party or any other party to the instrument against whom a secondary obligor has recourse under this article.

(12) "Promise" means a written undertaking to pay money signed by the person undertaking to pay. An acknowledgment of an obligation by the obligor is not a promise unless the obligor also undertakes to pay the obligation.

(13) "Prove" with respect to a fact means to meet the burden of establishing the fact (Section [1-201\(b\)\(8\)](#)).

(14) [reserved]

(15) "Remitter" means a person who purchases an [instrument](#) from its [issuer](#) if the instrument is payable to an identified person other than the purchaser.

(16) "Remotely-created consumer item" means an item drawn on a consumer account, which is not created by the payor bank and does not bear a handwritten signature purporting to be the signature of the drawer.

(17) "Secondary obligor," with respect to an instrument, means (a) an indorser or an accommodation party, (b) a drawer having the obligation described in Section [3-414](#)(d), or (c) any other party to the instrument that has recourse against another party to the instrument pursuant to Section [3-116](#)(b).

(b) Other definitions applying to this Article and the sections in which they appear are:

"Acceptance" Section [3-409](#)

"Accommodated party" Section [3-419](#)

"Accommodation party" Section [3-419](#)

"Account" Section [4-104](#)

"Alteration" Section [3-407](#)

"Anomalous indorsement" Section [3-205](#)

"Blank indorsement" Section [3-205](#)

"Cashier's check" Section [3-104](#)

"Certificate of deposit" Section [3-104](#)

"Certified check" Section [3-409](#)

"Check" Section [3-104](#)

"Consideration" Section [3-303](#)

"Draft" Section [3-104](#)

"Holder in due course" Section [3-302](#)

"Incomplete instrument" Section [3-115](#)

"Indorsement" Section [3-204](#)

"Indorser" Section [3-204](#)

"Instrument" Section [3-104](#)
"Issue" Section [3-105](#)
"Issuer" Section [3-105](#)
"Negotiable instrument" Section [3-104](#)
"Negotiation" Section [3-201](#)
"Note" Section [3-104](#)
"Payable at a definite time" Section [3-108](#)
"Payable on demand" Section [3-108](#)
"Payable to bearer" Section [3-109](#)
"Payable to order" Section [3-109](#)
"Payment" Section [3-602](#)
"Person entitled to enforce" Section [3-301](#)
"Presentment" Section [3-501](#)
"Reacquisition" Section [3-207](#)
"Special indorsement" Section [3-205](#)
"Teller's check" Section [3-104](#)
"Transfer of instrument" Section [3-203](#)
"Traveler's check" Section [3-104](#)
"Value" Section [3-303](#)

(c) The following definitions in other Articles apply to this Article:

"Banking day" Section [4-104](#)
"Clearing house" Section [4-104](#)
"Collecting bank" Section [4-105](#)
"Depository bank" Section [4-105](#)
"Documentary draft" Section [4-104](#)

"Intermediary bank" Section [4-105](#)

"Item" Section [4-104](#)

"Payor bank" Section [4-105](#)

"Suspends payments" Section [4-104](#)

(d) In addition, Article 1 contains general definitions and principles of construction and interpretation applicable throughout this Article.

§ 3-104. NEGOTIABLE INSTRUMENT.

(a) Except as provided in subsections (c) and (d), "negotiable instrument" means an unconditional [promise](#) or [order](#) to pay a fixed amount of money, with or without interest or other charges described in the promise or order, if it:

(1) is payable to bearer or to [order](#) at the time it is [issued](#) or first comes into possession of a holder;

(2) is payable on demand or at a definite time; and

(3) does not state any other undertaking or instruction by the person promising or ordering payment to do any act in addition to the payment of money, but the [promise](#) or [order](#) may contain (i) an undertaking or power to give, maintain, or protect collateral to secure payment, (ii) an authorization or power to the holder to confess judgment or realize on or dispose of collateral, or (iii) a waiver of the benefit of any law intended for the advantage or protection of an obligor.

(b) "Instrument" means a [negotiable instrument](#).

(c) An [order](#) that meets all of the requirements of subsection (a), except paragraph (1), and otherwise falls within the definition of "check" in subsection (f) is a [negotiable instrument](#) and a [check](#).

(d) A [promise](#) or [order](#) other than a [check](#) is not an [instrument](#) if, at the time it is [issued](#) or first comes into possession of a holder, it contains a conspicuous statement, however expressed, to the effect that the promise or order is not negotiable or is not an instrument governed by this Article.

(e) An [instrument](#) is a "note" if it is a [promise](#) and is a "draft" if it is an [order](#). If an instrument falls within the definition of both "note" and "draft," a [person entitled to enforce](#) the instrument may treat it as either.

(f) "Check" means (i) a [draft](#), other than a documentary draft, payable on demand and drawn on a bank or (ii) a [cashier's check](#) or [teller's check](#). An [instrument](#) may be a [check](#) even though it is described on its face by another term, such as "money order."

(g) "Cashier's check" means a [draft](#) with respect to which the [drawer](#) and [drawee](#) are the same bank or branches of the same bank.

(h) "Teller's check" means a [draft](#) drawn by a bank (i) on another bank, or (ii) payable at or through a bank.

(i) "Traveler's check" means an [instrument](#) that (i) is payable on demand, (ii) is drawn on or payable at or through a bank, (iii) is designated by the term "traveler's check" or by a substantially similar term, and (iv) requires, as a condition to payment, a countersignature by a person whose specimen signature appears on the instrument.

(j) "Certificate of deposit" means an [instrument](#) containing an acknowledgment by a bank that a sum of money has been received by the bank and a [promise](#) by the bank to repay the sum of money. A certificate of deposit is a [note](#) of the bank.

§ 3-105. ISSUE OF INSTRUMENT.

(a) "Issue" means the first delivery of an [instrument](#) by the [maker](#) or [drawer](#), whether to a holder or nonholder, for the purpose of giving rights on the instrument to any person.

(b) An unissued [instrument](#), or an unissued [incomplete instrument](#) that is completed, is binding on the [maker](#) or [drawer](#), but nonissuance is a defense. An instrument that is conditionally issued or is issued for a special purpose is binding on the maker or drawer, but failure of the condition or special purpose to be fulfilled is a defense.

(c) "Issuer" applies to [issued](#) and unissued [instruments](#) and means a [maker](#) or [drawer](#) of an instrument.

§ 3-106. UNCONDITIONAL PROMISE OR ORDER.

(a) Except as provided in this section, for the purposes of Section [3-104\(a\)](#), a [promise](#) or [order](#) is unconditional unless it states (i) an express condition to payment, (ii) that the promise or order is subject to or governed by another record, or (iii) that rights or obligations with respect to the promise or order are stated in another record. A reference to another record does not of itself make the promise or order conditional.

(b) A [promise](#) or [order](#) is not made conditional (i) by a reference to another record for a statement of rights with respect to collateral, prepayment, or acceleration, or (ii) because payment is limited to resort to a particular fund or source.

(c) If a [promise](#) or [order](#) requires, as a condition to payment, a countersignature by a person whose specimen signature appears on the promise or order, the condition does not make the promise or order conditional for the purposes of Section [3-104\(a\)](#). If the person whose specimen signature appears on an [instrument](#) fails to countersign the instrument, the failure to countersign is a defense to the obligation of the [issuer](#), but the failure does not prevent a transferee of the instrument from becoming a holder of the instrument.

(d) If a [promise](#) or [order](#) at the time it is [issued](#) or first comes into possession of a holder contains a statement, required by applicable statutory or administrative law, to the effect that the rights of a holder or transferee are subject to claims or defenses that the [issuer](#) could assert against the original payee, the promise or order is not thereby made conditional for the purposes of Section [3-104\(a\)](#); but if the promise or order is an [instrument](#), there cannot be a [holder in due course](#) of the instrument.

§ 3-107. INSTRUMENT PAYABLE IN FOREIGN MONEY.

Unless the [instrument](#) otherwise provides, an instrument that states the amount payable in foreign money may be paid in the foreign money or in an equivalent amount in dollars calculated by using the current bank-offered spot rate at the place of payment for the purchase of dollars on the day on which the instrument is paid.

§ 3-108. PAYABLE ON DEMAND OR AT DEFINITE TIME.

(a) A [promise](#) or [order](#) is "payable on demand" if it (i) states that it is payable on demand or at sight, or otherwise indicates that it is payable at the will of the holder, or (ii) does not state any time of payment.

(b) A [promise](#) or [order](#) is "payable at a definite time" if it is payable on elapse of a definite period of time after sight or [acceptance](#) or at a fixed date or dates or at a time or times readily ascertainable at the time the promise or order is [issued](#), subject to rights of (i) prepayment, (ii) acceleration, (iii) extension at the option of the holder, or (iv) extension to a further definite time at the option of the [maker](#) or [acceptor](#) or automatically upon or after a specified act or event.

(c) If an [instrument](#), payable at a fixed date, is also payable upon demand made before the fixed date, the instrument is payable on demand until the fixed date and, if demand for payment is not made before that date, becomes payable at a definite time on the fixed date.

§ 3-109. PAYABLE TO BEARER OR TO ORDER.

(a) A [promise](#) or [order](#) is payable to bearer if it:

(1) states that it is payable to bearer or to the [order](#) of bearer or otherwise indicates that the person in possession of the [promise](#) or order is entitled to payment;

(2) does not state a payee; or

(3) states that it is payable to or to the [order](#) of cash or otherwise indicates that it is not payable to an identified person.

(b) A [promise](#) or [order](#) that is not payable to bearer is payable to order if it is payable (i) to the order of an identified person or (ii) to an identified person or order. A promise or order that is payable to order is payable to the identified person.

(c) An [instrument](#) payable to bearer may become payable to an identified person if it is specially indorsed pursuant to Section [3-205\(a\)](#). An instrument payable to an identified person may become payable to bearer if it is indorsed in blank pursuant to Section [3-205\(b\)](#).

§ 3-110. IDENTIFICATION OF PERSON TO WHOM INSTRUMENT IS PAYABLE.

(a) The person to whom an [instrument](#) is initially payable is determined by the intent of the person, whether or not authorized, signing as, or in the name or behalf of, the [issuer](#) of the instrument. The instrument is payable to the person intended by the signer even if that person is identified in the instrument by a name or other identification that is not that of the intended person. If more than one person signs in the name or behalf of the issuer of an instrument and all the signers do not intend the same person as payee, the instrument is payable to any person intended by one or more of the signers.

(b) If the signature of the [issuer](#) of an instrument is made by automated means, such as a check-writing machine, the payee of the instrument is determined by the intent of the person who supplied the name or identification of the payee, whether or not authorized to do so.

(c) A person to whom an [instrument](#) is payable may be identified in any way, including by name, identifying number, office, or account number. For the purpose of determining the holder of an instrument, the following rules apply:

(1) If an [instrument](#) is payable to an account and the account is identified only by number, the instrument is payable to the person to whom the account is payable. If an instrument is payable to an account identified by number and by the name of a person, the instrument is payable to the named person, whether or not that person is the owner of the account identified by number.

(2) If an [instrument](#) is payable to:

(i) a trust, an estate, or a person described as trustee or representative of a trust or estate, the [instrument](#) is payable to the trustee, the representative, or a successor of either, whether or not the beneficiary or estate is also named;

(ii) a person described as agent or similar representative of a named or identified person, the [instrument](#) is payable to the [represented person](#), the representative, or a successor of the representative;

(iii) a fund or organization that is not a legal entity, the [instrument](#) is payable to a representative of the members of the fund or organization; or

(iv) an office or to a person described as holding an office, the [instrument](#) is payable to the named person, the incumbent of the office, or a successor to the incumbent.

(d) If an [instrument](#) is payable to two or more persons alternatively, it is payable to any of them and may be negotiated, discharged, or enforced by any or all of them in possession of the instrument. If an instrument is payable to two or more persons not alternatively, it is payable to all of them and may be negotiated, discharged, or enforced only by all of them. If an instrument payable to two or more persons is ambiguous as to whether it is payable to the persons alternatively, the instrument is payable to the persons alternatively.

§ 3-111. PLACE OF PAYMENT.

Except as otherwise provided for items in Article 4, an [instrument](#) is payable at the place of payment stated in the instrument. If no place of payment is stated, an instrument is payable at the address of the [drawee](#) or [maker](#) stated in the instrument. If no address is stated, the place of payment is the place of business of the drawee or maker. If a drawee or maker has more than one place of business, the place of payment is any place of business of the drawee or maker chosen by the [person entitled to enforce](#) the instrument. If the drawee or maker has no place of business, the place of payment is the residence of the drawee or maker.

§ 3-112. INTEREST.

(a) Unless otherwise provided in the [instrument](#), (i) an instrument is not payable with interest, and (ii) interest on an interest-bearing instrument is payable from the date of the instrument.

(b) Interest may be stated in an [instrument](#) as a fixed or variable amount of money or it may be expressed as a fixed or variable rate or rates. The amount or rate of interest may be stated or described in the instrument in any manner and may require reference to information not contained in the instrument. If an instrument provides for interest, but the amount of interest payable cannot be ascertained from the description, interest is payable at the judgment rate in effect at the place of payment of the instrument and at the time interest first accrues.

§ 3-113. DATE OF INSTRUMENT.

(a) An [instrument](#) may be antedated or postdated. The date stated determines the time of payment if the instrument is payable at a fixed period after date. Except as provided in Section [4-401\(c\)](#), an instrument payable on demand is not payable before the date of the instrument.

(b) If an [instrument](#) is undated, its date is the date of its [issue](#) or, in the case of an unissued instrument, the date it first comes into possession of a holder.

§ 3-114. CONTRADICTORY TERMS OF INSTRUMENT.

If an [instrument](#) contains contradictory terms, typewritten terms prevail over printed terms, handwritten terms prevail over both, and words prevail over numbers.

§ 3-115. INCOMPLETE INSTRUMENT.

(a) "Incomplete instrument" means a signed writing, whether or not [issued](#) by the signer, the contents of which show at the time of signing that it is incomplete but that the signer intended it to be completed by the addition of words or numbers.

(b) Subject to subsection (c), if an incomplete instrument is an [instrument](#) under Section [3-104](#), it may be enforced according to its terms if it is not completed, or according to its terms as augmented by completion. If an incomplete instrument is not an instrument under Section [3-104](#), but, after completion, the requirements of Section [3-104](#) are met, the instrument may be enforced according to its terms as augmented by completion.

(c) If words or numbers are added to an incomplete instrument without authority of the signer, there is an [alteration](#) of the incomplete instrument under Section [3-407](#).

(d) The burden of establishing that words or numbers were added to an incomplete instrument without authority of the signer is on the person asserting the lack of authority.

§ 3-116. JOINT AND SEVERAL LIABILITY; CONTRIBUTION.

(a) Except as otherwise provided in the [instrument](#), two or more persons who have the same liability on an instrument as [makers](#), [drawers](#), [acceptors](#), [indorsers](#) who indorse as joint payees, or [anomalous indorsers](#) are jointly and severally liable in the capacity in which they sign.

(b) Except as provided in Section [3-419\(e\)](#) or by agreement of the affected parties, a [party](#) having joint and several liability who pays the [instrument](#) is entitled to receive from any party having the same joint and several liability contribution in accordance with applicable law.

§ 3-117. OTHER AGREEMENTS AFFECTING INSTRUMENT.

Subject to applicable law regarding exclusion of proof of contemporaneous or previous agreements, the obligation of a [party](#) to an [instrument](#) to pay the instrument may be modified, supplemented, or nullified by a separate agreement of the obligor and a [person entitled to enforce](#) the instrument, if the instrument is [issued](#) or the obligation is incurred in reliance on the agreement or as part of the same transaction giving rise to the agreement. To the extent an obligation is modified, supplemented, or nullified by an agreement under this section, the agreement is a defense to the obligation.

§ 3-118. STATUTE OF LIMITATIONS.

- (a) Except as provided in subsection (e), an action to enforce the obligation of a [party](#) to pay a [note](#) payable at a definite time must be commenced within six years after the due date or dates stated in the note or, if a due date is accelerated, within six years after the accelerated due date.
- (b) Except as provided in subsection (d) or (e), if demand for payment is made to the [maker](#) of a [note](#) payable on demand, an action to enforce the obligation of a [party](#) to pay the note must be commenced within six years after the demand. If no demand for payment is made to the maker, an action to enforce the note is barred if neither principal nor interest on the note has been paid for a continuous period of 10 years.
- (c) Except as provided in subsection (d), an action to enforce the obligation of a [party](#) to an unaccepted [draft](#) to pay the draft must be commenced within three years after dishonor of the draft or 10 years after the date of the draft, whichever period expires first.
- (d) An action to enforce the obligation of the [acceptor](#) of a [certified check](#) or the [issuer](#) of a [teller's check](#), [cashier's check](#), or [traveler's check](#) must be commenced within three years after demand for payment is made to the acceptor or issuer, as the case may be.
- (e) An action to enforce the obligation of a [party](#) to a [certificate of deposit](#) to pay the [instrument](#) must be commenced within six years after demand for payment is made to the [maker](#), but if the instrument states a due date and the maker is not required to pay before that date, the six-year period begins when a demand for payment is in effect and the due date has passed.
- (f) An action to enforce the obligation of a [party](#) to pay an accepted [draft](#), other than a [certified check](#), must be commenced (i) within six years after the due date or dates stated in the draft or [acceptance](#) if the obligation of the [acceptor](#) is payable at a definite time, or (ii) within six years after the date of the acceptance if the obligation of the acceptor is payable on demand.
- (g) Unless governed by other law regarding claims for indemnity or contribution, an action (i) for conversion of an [instrument](#), for money had and received, or like action based on conversion, (ii) for breach of warranty, or (iii) to enforce an obligation, duty, or right arising under this Article and not governed by this section must be commenced within three years after the [cause of action] accrues.

§ 3-119. NOTICE OF RIGHT TO DEFEND ACTION.

In an action for breach of an obligation for which a third person is answerable over pursuant to this Article or Article 4, the defendant may give the third person notice of the litigation in a record, and the person notified may then give similar notice to any other person who is answerable over. If the notice

states (i) that the person notified may come in and defend and (ii) that failure to do so will bind the person notified in an action later brought by the person giving the notice as to any determination of fact common to the two litigations, the person notified is so bound unless after reasonable receipt of the notice the person notified does come in and defend.

PART 2. NEGOTIATION, TRANSFER, AND INDORSEMENT [\[Table of Contents\]](#)

§ 3-201. NEGOTIATION.

(a) "Negotiation" means a transfer of possession, whether voluntary or involuntary, of an [instrument](#) by a person other than the [issuer](#) to a person who thereby becomes its holder.

(b) Except for [negotiation](#) by a [remitter](#), if an [instrument](#) is payable to an identified person, negotiation requires transfer of possession of the instrument and its [indorsement](#) by the holder. If an instrument is payable to bearer, it may be negotiated by transfer of possession alone.

§ 3-202. NEGOTIATION SUBJECT TO RESCISSION.

(a) Negotiation is effective even if obtained (i) from an infant, a corporation exceeding its powers, or a person without capacity, (ii) by fraud, duress, or mistake, or (iii) in breach of duty or as part of an illegal transaction.

(b) To the extent permitted by other law, [negotiation](#) may be rescinded or may be subject to other remedies, but those remedies may not be asserted against a subsequent [holder in due course](#) or a person paying the [instrument](#) in [good faith](#) and without knowledge of facts that are a basis for rescission or other remedy.

§ 3-203. TRANSFER OF INSTRUMENT; RIGHTS ACQUIRED BY TRANSFER.

(a) An [instrument](#) is transferred when it is delivered by a person other than its [issuer](#) for the purpose of giving to the person receiving delivery the right to enforce the instrument.

(b) Transfer of an [instrument](#), whether or not the transfer is a [negotiation](#), vests in the transferee any right of the transferor to enforce the instrument, including any right as a [holder in due course](#), but the transferee cannot acquire rights of a holder in due course by a transfer, directly or indirectly, from a holder in due course if the transferee engaged in fraud or illegality affecting the instrument.

(c) Unless otherwise agreed, if an [instrument](#) is transferred for value and the transferee does not become a holder because of lack of [indorsement](#) by the transferor, the transferee has a specifically enforceable right to the unqualified indorsement of the transferor, but [negotiation](#) of the instrument does not occur until the indorsement is made.

(d) If a transferor purports to transfer less than the entire [instrument](#), [negotiation](#) of the instrument does not occur. The transferee obtains no rights under this Article and has only the rights of a partial assignee.

§ 3-204. INDORSEMENT.

(a) "Indorsement" means a signature, other than that of a signer as [maker](#), [drawer](#), or [acceptor](#), that alone or accompanied by other words is made on an [instrument](#) for the purpose of (i) negotiating the instrument, (ii) restricting payment of the instrument, or (iii) incurring [indorser's](#) liability on the instrument, but regardless of the intent of the signer, a signature and its accompanying words is an indorsement unless the accompanying words, terms of the instrument, place of the signature, or other circumstances unambiguously indicate that the signature was made for a purpose other than indorsement. For the purpose of determining whether a signature is made on an instrument, a paper affixed to the instrument is a part of the instrument.

(b) "Indorser" means a person who makes an [indorsement](#).

(c) For the purpose of determining whether the transferee of an [instrument](#) is a holder, an indorsement that transfers a security interest in the instrument is effective as an unqualified indorsement of the instrument.

(d) If an [instrument](#) is payable to a holder under a name that is not the name of the holder, indorsement may be made by the holder in the name stated in the instrument or in the holder's name or both, but signature in both names may be required by a person paying or taking the instrument for value or collection.

§ 3-205. SPECIAL INDORSEMENT; BLANK INDORSEMENT; ANOMALOUS INDORSEMENT.

(a) If an [indorsement](#) is made by the holder of an [instrument](#), whether payable to an identified person or payable to bearer, and the indorsement identifies a person to whom it makes the instrument payable, it is a "special indorsement." When specially indorsed, an instrument becomes payable to the identified person and may be negotiated only by the indorsement of that person. The principles stated in Section [3-110](#) apply to special indorsements.

(b) If an [indorsement](#) is made by the holder of an [instrument](#) and it is not a special indorsement, it is a "blank indorsement." When indorsed in blank, an instrument becomes payable to bearer and may be negotiated by transfer of possession alone until specially indorsed.

(c) The holder may convert a blank indorsement that consists only of a signature into a special indorsement by writing, above the signature of the [indorser](#), words identifying the person to whom the [instrument](#) is made payable.

(d) "Anomalous indorsement" means an [indorsement](#) made by a person who is not the holder of the [instrument](#). An anomalous indorsement does not affect the manner in which the instrument may be negotiated.

§ 3-206. RESTRICTIVE INDORSEMENT.

(a) An [indorsement](#) limiting payment to a particular person or otherwise prohibiting further transfer or [negotiation](#) of the [instrument](#) is not effective to prevent further transfer or negotiation of the instrument.

(b) An [indorsement](#) stating a condition to the right of the indorsee to receive payment does not affect the right of the indorsee to enforce the [instrument](#). A person paying the instrument or taking it for value or collection may disregard the condition, and the rights and liabilities of that person are not affected by whether the condition has been fulfilled.

(c) If an [instrument](#) bears an [indorsement](#) (i) described in Section [4-201\(b\)](#), or (ii) in blank or to a particular bank using the words "for deposit," "for collection," or other words indicating a purpose of having the instrument collected by a bank for the [indorser](#) or for a particular account, the following rules apply:

(1) A person, other than a bank, who purchases the [instrument](#) when so indorsed converts the instrument unless the amount paid for the instrument is received by the [indorser](#) or applied consistently with the [indorsement](#).

(2) A depository bank that purchases the [instrument](#) or takes it for collection when so indorsed converts the instrument unless the amount paid by the bank with respect to the instrument is received by the [indorser](#) or applied consistently with the [indorsement](#).

(3) A payor bank that is also the depository bank or that takes the [instrument](#) for immediate payment over the counter from a person other than a collecting bank converts the instrument unless the proceeds of the instrument are received by the [indorser](#) or applied consistently with the [indorsement](#).

(4) Except as otherwise provided in paragraph (3), a payor bank or intermediary bank may disregard the [indorsement](#) and is not liable if the proceeds of the [instrument](#) are not received by the [indorser](#) or applied consistently with the indorsement.

(d) Except for an [indorsement](#) covered by subsection (c), if an [instrument](#) bears an indorsement using words to the effect that payment is to be made to the indorsee as agent, trustee, or other [fiduciary](#) for the benefit of the [indorser](#) or another person, the following rules apply:

(1) Unless there is notice of breach of [fiduciary](#) duty as provided in Section [3-307](#), a person who purchases the [instrument](#) from the indorsee or takes the instrument from the indorsee for collection or payment may pay the proceeds of payment or the value given for the instrument to the indorsee without regard to whether the indorsee violates a fiduciary duty to the [indorser](#).

(2) A subsequent transferee of the [instrument](#) or person who pays the instrument is neither given notice nor otherwise affected by the restriction in the [indorsement](#) unless the transferee or payor knows that the [fiduciary](#) dealt with the instrument or its proceeds in breach of fiduciary duty.

(e) The presence on an [instrument](#) of an [indorsement](#) to which this section applies does not prevent a purchaser of the instrument from becoming a [holder in due course](#) of the instrument unless the purchaser is a converter under subsection (c) or has notice or knowledge of breach of [fiduciary](#) duty as stated in subsection (d).

(f) In an action to enforce the obligation of a [party](#) to pay the [instrument](#), the obligor has a defense if payment would violate an [indorsement](#) to which this section applies and the payment is not permitted by this section.

§ 3-207. REACQUISITION.

Reacquisition of an [instrument](#) occurs if it is transferred to a former holder, by [negotiation](#) or otherwise. A former holder who reacquires the instrument may cancel [indorsements](#) made after the reacquirer first became a holder of the instrument. If the cancellation causes the instrument to be payable to the

reacquirer or to bearer, the reacquirer may negotiate the instrument. An [indorser](#) whose indorsement is canceled is discharged, and the discharge is effective against any subsequent holder.

PART 3. ENFORCEMENT OF INSTRUMENTS [\[Table of Contents\]](#)

§ 3-301. PERSON ENTITLED TO ENFORCE INSTRUMENT.

"Person entitled to enforce" an [instrument](#) means (i) the holder of the instrument, (ii) a nonholder in possession of the instrument who has the rights of a holder, or (iii) a person not in possession of the instrument who is entitled to enforce the instrument pursuant to Section 3-309 or [3-418\(d\)](#). A person may be a person entitled to enforce the instrument even though the person is not the owner of the instrument or is in wrongful possession of the instrument.

§ 3-302. HOLDER IN DUE COURSE.

(a) Subject to subsection (c) and Section [3-106\(d\)](#), "holder in due course" means the holder of an [instrument](#) if:

(1) the [instrument](#) when [issued](#) or negotiated to the holder does not bear such apparent evidence of forgery or [alteration](#) or is not otherwise so irregular or incomplete as to call into question its authenticity; and

(2) the holder took the [instrument](#) (i) for value, (ii) in [good faith](#), (iii) without notice that the instrument is overdue or has been dishonored or that there is an uncured default with respect to payment of another instrument [issued](#) as part of the same series, (iv) without notice that the instrument contains an unauthorized signature or has been altered, (v) without notice of any claim to the instrument described in Section [3-306](#), and (vi) without notice that any [party](#) has a defense or claim in recoupment described in Section [3-305\(a\)](#).

(b) Notice of discharge of a [party](#), other than discharge in an insolvency proceeding, is not notice of a defense under subsection (a), but discharge is effective against a person who became a [holder in due course](#) with notice of the discharge. Public filing or recording of a document does not of itself constitute notice of a defense, claim in recoupment, or claim to the [instrument](#).

(c) Except to the extent a transferor or predecessor in interest has rights as a [holder in due course](#), a person does not acquire rights of a holder in due course of an [instrument](#) taken (i) by legal process or by purchase in an execution, bankruptcy, or creditor's sale or similar proceeding, (ii) by purchase as part of a bulk transaction not in ordinary course of business of the transferor, or (iii) as the successor in interest to an estate or other organization.

(d) If, under Section [3-303\(a\)\(1\)](#), the [promise](#) of performance that is the [consideration](#) for an [instrument](#) has been partially performed, the holder may assert rights as a [holder in due course](#) of the instrument only to the fraction of the amount payable under the instrument equal to the value of the partial performance divided by the value of the promised performance.

(e) If (i) the [person entitled to enforce](#) an [instrument](#) has only a security interest in the instrument and (ii) the person obliged to pay the instrument has a defense, claim in recoupment, or claim to the instrument that may be asserted against the person who granted the security interest, the person entitled to enforce the instrument may assert rights as a [holder in due course](#) only to an amount payable under

the instrument which, at the time of enforcement of the instrument, does not exceed the amount of the unpaid obligation secured.

(f) To be effective, notice must be received at a time and in a manner that gives a reasonable opportunity to act on it.

(g) This section is subject to any law limiting status as a [holder in due course](#) in particular classes of transactions.

§ 3-303. VALUE AND CONSIDERATION.

(a) An [instrument](#) is [issued](#) or transferred for value if:

(1) the [instrument](#) is [issued](#) or transferred for a [promise](#) of performance, to the extent the promise has been performed;

(2) the transferee acquires a security interest or other lien in the [instrument](#) other than a lien obtained by judicial proceeding;

(3) the [instrument](#) is [issued](#) or transferred as payment of, or as security for, an antecedent claim against any person, whether or not the claim is due;

(4) the [instrument](#) is [issued](#) or transferred in exchange for a [negotiable instrument](#); or

(5) the [instrument](#) is [issued](#) or transferred in exchange for the incurring of an irrevocable obligation to a third [party](#) by the person taking the instrument.

(b) "Consideration" means any consideration sufficient to support a simple contract. The [drawer](#) or [maker](#) of an [instrument](#) has a defense if the instrument is [issued](#) without consideration. If an instrument is issued for a [promise](#) of performance, the [issuer](#) has a defense to the extent performance of the promise is due and the promise has not been performed. If an instrument is issued for value as stated in subsection (a), the instrument is also issued for consideration.

§ 3-304. OVERDUE INSTRUMENT.

(a) An [instrument](#) payable on demand becomes overdue at the earliest of the following times:

(1) on the day after the day demand for payment is duly made;

(2) if the [instrument](#) is a [check](#), 90 days after its date; or

(3) if the [instrument](#) is not a [check](#), when the instrument has been outstanding for a period of time after its date which is unreasonably long under the circumstances of the particular case in light of the nature of the instrument and usage of the trade.

(b) With respect to an [instrument](#) payable at a definite time the following rules apply:

(1) If the principal is payable in installments and a due date has not been accelerated, the [instrument](#) becomes overdue upon default under the instrument for nonpayment of an installment, and the instrument remains overdue until the default is cured.

(2) If the principal is not payable in installments and the due date has not been accelerated, the [instrument](#) becomes overdue on the day after the due date.

(3) If a due date with respect to principal has been accelerated, the [instrument](#) becomes overdue on the day after the accelerated due date.

(c) Unless the due date of principal has been accelerated, an [instrument](#) does not become overdue if there is default in payment of interest but no default in payment of principal.

§ 3-305. DEFENSES AND CLAIMS IN RECOUPMENT.

(a) Except as otherwise provided in this section, the right to enforce the obligation of a [party](#) to pay an [instrument](#) is subject to the following:

(1) a defense of the obligor based on (i) infancy of the obligor to the extent it is a defense to a simple contract, (ii) duress, lack of legal capacity, or illegality of the transaction which, under other law, nullifies the obligation of the obligor, (iii) fraud that induced the obligor to sign the [instrument](#) with neither knowledge nor reasonable opportunity to learn of its character or its essential terms, or (iv) discharge of the obligor in insolvency proceedings;

(2) a defense of the obligor stated in another section of this Article or a defense of the obligor that would be available if the [person entitled to enforce](#) the [instrument](#) were enforcing a right to payment under a simple contract; and

(3) a claim in recoupment of the obligor against the original payee of the [instrument](#) if the claim arose from the transaction that gave rise to the instrument; but the claim of the obligor may be asserted against a transferee of the instrument only to reduce the amount owing on the instrument at the time the action is brought.

(b) The right of a [holder in due course](#) to enforce the obligation of a [party](#) to pay the [instrument](#) is subject to defenses of the obligor stated in subsection (a)(1), but is not subject to defenses of the obligor stated in subsection (a)(2) or claims in recoupment stated in subsection (a)(3) against a person other than the holder.

(c) Except as stated in subsection (d), in an action to enforce the obligation of a [party](#) to pay the [instrument](#), the obligor may not assert against the [person entitled to enforce](#) the instrument a defense, claim in recoupment, or claim to the instrument (Section [3-306](#)) of another person, but the other person's claim to the instrument may be asserted by the obligor if the other person is joined in the action and personally asserts the claim against the person entitled to enforce the instrument. An obligor is not obliged to pay the instrument if the person seeking enforcement of the instrument does not have rights of a [holder in due course](#) and the obligor [proves](#) that the instrument is a lost or stolen instrument.

(d) In an action to enforce the obligation of an accommodation [party](#) to pay an [instrument](#), the accommodation party may assert against the [person entitled to enforce](#) the instrument any defense or claim in recoupment under subsection (a) that the accommodated party could assert against the person

entitled to enforce the instrument, except the defenses of discharge in insolvency proceedings, infancy, and lack of legal capacity.

(e) In a [consumer transaction](#), if law other than this article requires that an instrument include a statement to the effect that the rights of a holder or transferee are subject to a claim or defense that the issuer could assert against the original payee, and the instrument does not include such a statement: (1) the instrument has the same effect as if the instrument included such a statement; (2) the issuer may assert against the holder or transferee all claims and defenses that would have been available if the instrument included such a statement; and (3) the extent to which claims may be asserted against the holder or transferee is determined as if the instrument included such a statement.

(f) This section is subject to law other than this article that establishes a different rule for [consumer transactions](#).

§ 3-306. CLAIMS TO AN INSTRUMENT.

A person taking an [instrument](#), other than a person having rights of a [holder in due course](#), is subject to a claim of a property or possessory right in the instrument or its proceeds, including a claim to rescind a [negotiation](#) and to recover the instrument or its proceeds. A person having rights of a holder in due course takes free of the claim to the instrument.

§ 3-307. NOTICE OF BREACH OF FIDUCIARY DUTY.

(a) In this section:

(1) "Fiduciary" means an agent, trustee, partner, corporate officer or director, or other representative owing a fiduciary duty with respect to an [instrument](#).

(2) "Represented person" means the principal, beneficiary, partnership, corporation, or other person to whom the duty stated in paragraph (1) is owed.

(b) If (i) an [instrument](#) is taken from a fiduciary for payment or collection or for value, (ii) the taker has knowledge of the fiduciary status of the fiduciary, and (iii) the represented person makes a claim to the instrument or its proceeds on the basis that the transaction of the fiduciary is a breach of fiduciary duty, the following rules apply:

(1) Notice of breach of fiduciary duty by the fiduciary is notice of the claim of the represented person.

(2) In the case of an [instrument](#) payable to the represented person or the fiduciary as such, the taker has notice of the breach of fiduciary duty if the instrument is (i) taken in payment of or as security for a debt known by the taker to be the personal debt of the fiduciary, (ii) taken in a transaction known by the taker to be for the personal benefit of the fiduciary, or (iii) deposited to an account other than an account of the fiduciary, as such, or an account of the represented person.

(3) If an [instrument](#) is [issued](#) by the represented person or the fiduciary as such, and made payable to the fiduciary personally, the taker does not have notice of the breach of fiduciary duty unless the taker knows of the breach of fiduciary duty.

(4) If an [instrument](#) is [issued](#) by the represented person or the fiduciary as such, to the taker as payee, the taker has notice of the breach of fiduciary duty if the instrument is (i) taken in payment of or as security for a debt known by the taker to be the personal debt of the fiduciary, (ii) taken in a transaction known by the taker to be for the personal benefit of the fiduciary, or (iii) deposited to an account other than an account of the fiduciary, as such, or an account of the represented person.

§ 3-308. PROOF OF SIGNATURES AND STATUS AS HOLDER IN DUE COURSE.

(a) In an action with respect to an [instrument](#), the authenticity of, and authority to make, each signature on the instrument is admitted unless specifically denied in the pleadings. If the validity of a signature is denied in the pleadings, the burden of establishing validity is on the person claiming validity, but the signature is presumed to be authentic and authorized unless the action is to enforce the liability of the purported signer and the signer is dead or incompetent at the time of trial of the [issue](#) of validity of the signature. If an action to enforce the instrument is brought against a person as the undisclosed principal of a person who signed the instrument as a [party](#) to the instrument, the plaintiff has the burden of establishing that the defendant is liable on the instrument as a [represented person](#) under Section [3-402\(a\)](#).

(b) If the validity of signatures is admitted or [proved](#) and there is compliance with subsection (a), a plaintiff producing the [instrument](#) is entitled to payment if the plaintiff proves entitlement to enforce the instrument under Section [3-301](#), unless the defendant proves a defense or claim in recoupment. If a defense or claim in recoupment is proved, the right to payment of the plaintiff is subject to the defense or claim, except to the extent the plaintiff proves that the plaintiff has rights of a [holder in due course](#) which are not subject to the defense or claim.

§ 3-309. ENFORCEMENT OF LOST, DESTROYED, OR STOLEN INSTRUMENT.

(a) A person not in possession of an [instrument](#) is entitled to enforce the instrument if:

(1) the person seeking to enforce the instrument

(A) was entitled to enforce it the instrument when loss of possession occurred, or

(B) has directly or indirectly acquired ownership of the instrument from a person who was entitled to enforce the instrument when loss of possession occurred;

(2) the loss of possession was not the result of a transfer by the person or a lawful seizure; and

(3) the person cannot reasonably obtain possession of the instrument because the instrument was destroyed, its whereabouts cannot be determined, or it is in the wrongful possession of an unknown person or a person that cannot be found or is not amenable to service of process.

(b) A person seeking enforcement of an [instrument](#) under subsection (a) must [prove](#) the terms of the instrument and the person's right to enforce the instrument. If that proof is made, Section [3-308](#) applies to the case as if the person seeking enforcement had produced the instrument. The court may not enter judgment in favor of the person seeking enforcement unless it finds that the person required to pay the instrument is adequately protected against loss that might occur by reason of a claim by another person to enforce the instrument. Adequate protection may be provided by any reasonable means.

§ 3-310. EFFECT OF INSTRUMENT ON OBLIGATION FOR WHICH TAKEN.

(a) Unless otherwise agreed, if a [certified check](#), [cashier's check](#), or [teller's check](#) is taken for an obligation, the obligation is discharged to the same extent discharge would result if an amount of money equal to the amount of the [instrument](#) were taken in payment of the obligation. Discharge of the obligation does not affect any liability that the obligor may have as an [indorser](#) of the instrument.

(b) Unless otherwise agreed and except as provided in subsection (a), if a [note](#) or an uncertified [check](#) is taken for an obligation, the obligation is suspended to the same extent the obligation would be discharged if an amount of money equal to the amount of the [instrument](#) were taken, and the following rules apply:

(1) In the case of an uncertified [check](#), suspension of the obligation continues until dishonor of the check or until it is paid or certified. Payment or certification of the check results in discharge of the obligation to the extent of the amount of the check.

(2) In the case of a [note](#), suspension of the obligation continues until dishonor of the note or until it is paid. Payment of the note results in discharge of the obligation to the extent of the payment.

(3) Except as provided in paragraph (4), if the [check](#) or [note](#) is dishonored and the obligee of the obligation for which the [instrument](#) was taken is the [person entitled to enforce](#) the instrument, the obligee may enforce either the instrument or the obligation. In the case of an instrument of a third person which is negotiated to the obligee by the obligor, discharge of the obligor on the instrument also discharges the obligation.

(4) If the [person entitled to enforce](#) the [instrument](#) taken for an obligation is a person other than the obligee, the obligee may not enforce the obligation to the extent the obligation is suspended. If the obligee is the person entitled to enforce the instrument but no longer has possession of it because it was lost, stolen, or destroyed, the obligation may not be enforced to the extent of the amount payable on the instrument, and to that extent the obligee's rights against the obligor are limited to enforcement of the instrument.

(c) If an [instrument](#) other than one described in subsection (a) or (b) is taken for an obligation, the effect is (i) that stated in subsection (a) if the instrument is one on which a bank is liable as [maker](#) or [acceptor](#), or (ii) that stated in subsection (b) in any other case.

§ 3-311. ACCORD AND SATISFACTION BY USE OF INSTRUMENT.

(a) If a person against whom a claim is asserted [proves](#) that (i) that person in [good faith](#) tendered an [instrument](#) to the claimant as full satisfaction of the claim, (ii) the amount of the claim was unliquidated or subject to a bona fide dispute, and (iii) the claimant obtained payment of the instrument, the following subsections apply.

(b) Unless subsection (c) applies, the claim is discharged if the person against whom the claim is asserted [proves](#) that the [instrument](#) or an accompanying written communication contained a conspicuous statement to the effect that the instrument was tendered as full satisfaction of the claim.

(c) Subject to subsection (d), a claim is not discharged under subsection (b) if either of the following applies:

(1) The claimant, if an organization, [proves](#) that (i) within a reasonable time before the tender, the claimant sent a conspicuous statement to the person against whom the claim is asserted that communications concerning disputed debts, including an [instrument](#) tendered as full satisfaction of a debt, are to be sent to a designated person, office, or place, and (ii) the instrument or accompanying communication was not received by that designated person, office, or place.

(2) The claimant, whether or not an organization, [proves](#) that within 90 days after payment of the [instrument](#), the claimant tendered repayment of the amount of the instrument to the person against whom the claim is asserted. This paragraph does not apply if the claimant is an organization that that sent a statement complying with paragraph (1)(i).

(d) A claim is discharged if the person against whom the claim is asserted proves that within a reasonable time before collection of the instrument was initiated, the claimant, or an agent of the claimant having direct responsibility with respect to the disputed obligation, knew that the instrument was tendered in full satisfaction of the claim.

§ 3-312. LOST, DESTROYED, OR STOLEN CASHIER'S CHECK, TELLER'S CHECK, OR CERTIFIED CHECK.

(a) In this section:

(1) "Check" means a [cashier's check](#), [teller's check](#), or [certified check](#).

(2) "Claimant" means a person who claims the right to receive the amount of a [cashier's check](#), [teller's check](#), or [certified check](#) that was lost, destroyed, or stolen.

(3) "Declaration of loss" means a statement, made in a record under penalty of perjury, to the effect that (i) the declarer lost possession of a check, (ii) the declarer is the [drawer](#) or payee of the check, in the case of a [certified check](#), or the remitter or payee of the check, in the case of a [cashier's check](#) or [teller's check](#), (iii) the loss of possession was not the result of a transfer by the declarer or a lawful seizure, and (iv) the declarer cannot reasonably obtain possession of the check because the check was destroyed, its whereabouts cannot be determined, or it is in the wrongful possession of an unknown person or a person that cannot be found or is not amenable to service of process.

(4) "Obligated bank" means the issuer of a [cashier's check](#) or [teller's check](#) or the acceptor of a [certified check](#).

(b) A claimant may assert a claim to the amount of a check by a communication to the obligated bank describing the check with reasonable certainty and requesting payment of the amount of the check, if (i) the claimant is the [drawer](#) or payee of a [certified check](#) or the [remitter](#) or payee of a [cashier's check](#) or [teller's check](#), (ii) the communication contains or is accompanied by a declaration of loss of the claimant with respect to the check, (iii) the communication is received at a time and in a manner affording the bank a reasonable time to act on it before the check is paid, and (iv) the claimant provides reasonable identification if requested by the obligated bank. Delivery of a declaration of loss is a warranty of the truth of the statements made in the declaration. If a claim is asserted in compliance with this subsection, the following rules apply:

- (1) The claim becomes enforceable at the later of (i) the time the claim is asserted, or (ii) the 90th day following the date of the check, in the case of a [cashier's check](#) or [teller's check](#), or the 90th day following the date of the [acceptance](#), in the case of a [certified check](#).
- (2) Until the claim becomes enforceable, it has no legal effect and the obligated bank may pay the check or, in the case of a [teller's check](#), may permit the [drawee](#) to pay the check. Payment to a [person entitled to enforce](#) the check discharges all liability of the obligated bank with respect to the check.
- (3) If the claim becomes enforceable before the check is presented for payment, the obligated bank is not obliged to pay the check.
- (4) When the claim becomes enforceable, the obligated bank becomes obliged to pay the amount of the check to the claimant if payment of the check has not been made to a [person entitled to enforce](#) the check. Subject to Section [4-302\(a\)](#)(1), payment to the claimant discharges all liability of the obligated bank with respect to the check.
- (c) If the [obligated bank](#) pays the amount of a check to a claimant under subsection (b)(4) and the check is presented for payment by a person having rights of a [holder in due course](#), the claimant is obliged to (i) refund the payment to the obligated bank if the check is paid, or (ii) pay the amount of the check to the person having rights of a holder in due course if the check is dishonored.
- (d) If a claimant has the right to assert a claim under subsection (b) and is also a [person entitled to enforce](#) a [cashier's check](#), [teller's check](#), or [certified check](#) which is lost, destroyed, or stolen, the claimant may assert rights with respect to the check either under this section or Section [3-309](#).

PART 4. LIABILITY OF PARTIES [\[Table of Contents\]](#)

§ 3-401. SIGNATURE.

(a) A person is not liable on an [instrument](#) unless (i) the person signed the instrument, or (ii) the person is represented by an agent or representative who signed the instrument and the signature is binding on the [represented person](#) under Section [3-402](#).

(b) A signature may be made (i) manually or by means of a device or machine, and (ii) by the use of any name, including a trade or assumed name, or by a word, mark, or symbol executed or adopted by a person with present intention to authenticate a writing.

§ 3-402. SIGNATURE BY REPRESENTATIVE.

(a) If a person acting, or purporting to act, as a [representative](#) signs an [instrument](#) by signing either the name of the [represented person](#) or the name of the signer, the represented person is bound by the signature to the same extent the represented person would be bound if the signature were on a simple contract. If the represented person is bound, the signature of the representative is the "authorized signature of the represented person" and the represented person is liable on the instrument, whether or not identified in the instrument.

(b) If a [representative](#) signs the name of the representative to an [instrument](#) and the signature is an authorized signature of the [represented person](#), the following rules apply:

- (1) If the form of the signature shows unambiguously that the signature is made on behalf of the represented person who is identified in the instrument, the representative is not liable on the instrument.
- (2) Subject to subsection (c), if (i) the form of the signature does not show unambiguously that the signature is made in a representative capacity or (ii) the represented person is not identified in the instrument, the representative is liable on the instrument to a holder in due course that took the instrument without notice that the representative was not intended to be liable on the instrument. With respect to any other person, the representative is liable on the instrument unless the representative proves that the original parties did not intend the representative to be liable on the instrument.
- (c) If a representative signs the name of the representative as drawer of a check without indication of the representative status and the check is payable from an account of the represented person who is identified on the check, the signer is not liable on the check if the signature is an authorized signature of the represented person.

§ 3-403. UNAUTHORIZED SIGNATURE.

- (a) Unless otherwise provided in this Article or Article 4, an unauthorized signature is ineffective except as the signature of the unauthorized signer in favor of a person who in good faith pays the instrument or takes it for value. An unauthorized signature may be ratified for all purposes of this Article.
- (b) If the signature of more than one person is required to constitute the authorized signature of an organization, the signature of the organization is unauthorized if one of the required signatures is lacking.
- (c) The civil or criminal liability of a person who makes an unauthorized signature is not affected by any provision of this Article which makes the unauthorized signature effective for the purposes of this Article.

§ 3-404. IMPOSTORS; FICTITIOUS PAYEES.

- (a) If an impostor, by use of the mails or otherwise, induces the issuer of an instrument to issue the instrument to the impostor, or to a person acting in concert with the impostor, by impersonating the payee of the instrument or a person authorized to act for the payee, an indorsement of the instrument by any person in the name of the payee is effective as the indorsement of the payee in favor of a person who, in good faith, pays the instrument or takes it for value or for collection.
- (b) If (i) a person whose intent determines to whom an instrument is payable (Section 3-110(a) or (b)) does not intend the person identified as payee to have any interest in the instrument, or (ii) the person identified as payee of an instrument is a fictitious person, the following rules apply until the instrument is negotiated by special indorsement:
- (1) Any person in possession of the instrument is its holder.
- (2) An indorsement by any person in the name of the payee stated in the instrument is effective as the indorsement of the payee in favor of a person who, in good faith, pays the instrument or takes it for value or for collection.

(c) Under subsection (a) or (b), an [indorsement](#) is made in the name of a payee if (i) it is made in a name substantially similar to that of the payee or (ii) the [instrument](#), whether or not indorsed, is deposited in a depository bank to an account in a name substantially similar to that of the payee.

(d) With respect to an [instrument](#) to which subsection (a) or (b) applies, if a person paying the instrument or taking it for value or for collection fails to exercise [ordinary care](#) in paying or taking the instrument and that failure substantially contributes to loss resulting from payment of the instrument, the person bearing the loss may recover from the person failing to exercise ordinary care to the extent the failure to exercise ordinary care contributed to the loss.

§ 3-405. EMPLOYER'S RESPONSIBILITY FOR FRAUDULENT INDORSEMENT BY EMPLOYEE.

(a) In this section:

(1) "Employee" includes an independent contractor and employee of an independent contractor retained by the employer.

(2) "Fraudulent indorsement" means (i) in the case of an [instrument](#) payable to the employer, a forged [indorsement](#) purporting to be that of the employer, or (ii) in the case of an instrument with respect to which the employer is the [issuer](#), a forged indorsement purporting to be that of the person identified as payee.

(3) "Responsibility" with respect to [instruments](#) means authority (i) to sign or indorse instruments on behalf of the employer, (ii) to process instruments received by the employer for bookkeeping purposes, for deposit to an account, or for other disposition, (iii) to prepare or process instruments for [issue](#) in the name of the employer, (iv) to supply information determining the names or addresses of payees of instruments to be issued in the name of the employer, (v) to control the disposition of instruments to be issued in the name of the employer, or (vi) to act otherwise with respect to instruments in a responsible capacity. "Responsibility" does not include authority that merely allows an employee to have access to instruments or blank or [incomplete instrument](#) forms that are being stored or transported or are part of incoming or outgoing mail, or similar access.

(b) For the purpose of determining the rights and liabilities of a person who, in [good faith](#), pays an [instrument](#) or takes it for value or for collection, if an employer entrusted an employee with responsibility with respect to the instrument and the employee or a person acting in concert with the employee makes a [fraudulent indorsement](#) of the instrument, the [indorsement](#) is effective as the indorsement of the person to whom the instrument is payable if it is made in the name of that person. If the person paying the instrument or taking it for value or for collection fails to exercise [ordinary care](#) in paying or taking the instrument and that failure substantially contributes to loss resulting from the fraud, the person bearing the loss may recover from the person failing to exercise ordinary care to the extent the failure to exercise ordinary care contributed to the loss.

(c) Under subsection (b), an [indorsement](#) is made in the name of the person to whom an [instrument](#) is payable if (i) it is made in a name substantially similar to the name of that person or (ii) the instrument, whether or not indorsed, is deposited in a depository bank to an account in a name substantially similar to the name of that person.

§ 3-406. NEGLIGENCE CONTRIBUTING TO FORGED SIGNATURE OR ALTERATION OF INSTRUMENT.

(a) A person whose failure to exercise [ordinary care](#) substantially contributes to an [alteration](#) of an [instrument](#) or to the making of a forged signature on an instrument is precluded from asserting the alteration or the forgery against a person who, in [good faith](#), pays the instrument or takes it for value or for collection.

(b) Under subsection (a), if the person asserting the preclusion fails to exercise [ordinary care](#) in paying or taking the [instrument](#) and that failure substantially contributes to loss, the loss is allocated between the person precluded and the person asserting the preclusion according to the extent to which the failure of each to exercise ordinary care contributed to the loss.

(c) Under subsection (a), the burden of proving failure to exercise [ordinary care](#) is on the person asserting the preclusion. Under subsection (b), the burden of proving failure to exercise ordinary care is on the person precluded.

§ 3-407. ALTERATION.

(a) "Alteration" means (i) an unauthorized change in an [instrument](#) that purports to modify in any respect the obligation of a [party](#), or (ii) an unauthorized addition of words or numbers or other change to an [incomplete instrument](#) relating to the obligation of a party.

(b) Except as provided in subsection (c), an alteration fraudulently made discharges a [party](#) whose obligation is affected by the alteration unless that party assents or is precluded from asserting the [alteration](#). No other alteration discharges a party, and the [instrument](#) may be enforced according to its original terms.

(c) A payor bank or [drawee](#) paying a fraudulently altered [instrument](#) or a person taking it for value, in [good faith](#) and without notice of the alteration, may enforce rights with respect to the instrument (i) according to its original terms, or (ii) in the case of an [incomplete instrument](#) altered by unauthorized completion, according to its terms as completed.

§ 3-408. DRAWEE NOT LIABLE ON UNACCEPTED DRAFT.

A [check](#) or other [draft](#) does not of itself operate as an assignment of funds in the hands of the [drawee](#) available for its payment, and the drawee is not liable on the [instrument](#) until the drawee accepts it.

§ 3-409. ACCEPTANCE OF DRAFT; CERTIFIED CHECK.

(a) "Acceptance" means the [drawee's](#) signed agreement to pay a [draft](#) as presented. It must be written on the draft and may consist of the drawee's signature alone. Acceptance may be made at any time and becomes effective when notification pursuant to instructions is given or the accepted draft is delivered for the purpose of giving rights on the acceptance to any person.

(b) A [draft](#) may be accepted although it has not been signed by the [drawer](#), is otherwise incomplete, is overdue, or has been dishonored.

(c) If a [draft](#) is payable at a fixed period after sight and the [acceptor](#) fails to date the acceptance, the holder may complete the acceptance by supplying a date in [good faith](#).

(d) "Certified check" means a [check](#) accepted by the bank on which it is drawn. Acceptance may be made as stated in subsection (a) or by a writing on the check which indicates that the check is certified. The [drawee](#) of a check has no obligation to certify the check, and refusal to certify is not dishonor of the check.

§ 3-410. ACCEPTANCE VARYING DRAFT.

(a) If the terms of a [drawee's acceptance](#) vary from the terms of the [draft](#) as presented, the holder may refuse the acceptance and treat the draft as dishonored. In that case, the drawee may cancel the acceptance.

(b) The terms of a [draft](#) are not varied by an [acceptance](#) to pay at a particular bank or place in the United States, unless the acceptance states that the draft is to be paid only at that bank or place.

(c) If the holder assents to an [acceptance](#) varying the terms of a [draft](#), the obligation of each [drawer](#) and [indorser](#) that does not expressly assent to the acceptance is discharged.

§ 3-411. REFUSAL TO PAY CASHIER'S CHECKS, TELLER'S CHECKS, AND CERTIFIED CHECKS.

(a) In this section, "obligated bank" means the [acceptor](#) of a certified check or the [issuer](#) of a [cashier's check](#) or [teller's check](#) bought from the issuer.

(b) If the obligated bank wrongfully (i) refuses to pay a [cashier's check](#) or [certified check](#), (ii) stops payment of a [teller's check](#), or (iii) refuses to pay a dishonored teller's check, the person asserting the right to enforce the [check](#) is entitled to compensation for expenses and loss of interest resulting from the nonpayment and may recover consequential damages if the obligated bank refuses to pay after receiving notice of particular circumstances giving rise to the damages.

(c) Expenses or consequential damages under subsection (b) are not recoverable if the refusal of the obligated bank to pay occurs because (i) the bank suspends payments, (ii) the obligated bank asserts a claim or defense of the bank that it has reasonable grounds to believe is available against the [person entitled to enforce](#) the [instrument](#), (iii) the obligated bank has a reasonable doubt whether the person demanding payment is the person entitled to enforce the instrument, or (iv) payment is prohibited by law.

§ 3-412. OBLIGATION OF ISSUER OF NOTE OR CASHIER'S CHECK.

The [issuer](#) of a [note](#) or [cashier's check](#) or other [draft](#) drawn on the [drawer](#) is obliged to pay the [instrument](#) (i) according to its terms at the time it was [issued](#) or, if not issued, at the time it first came into possession of a holder, or (ii) if the issuer signed an [incomplete instrument](#), according to its terms when completed, to the extent stated in Sections [3-115](#) and [3-407](#). The obligation is owed to a [person entitled to enforce](#) the instrument or to an [indorser](#) who paid the instrument under Section [3-415](#).

§ 3-413. OBLIGATION OF ACCEPTOR.

(a) The [acceptor](#) of a [draft](#) is obliged to pay the draft (i) according to its terms at the time it was accepted, even though the [acceptance](#) states that the draft is payable "as originally drawn" or equivalent terms, (ii) if the acceptance varies the terms of the draft, according to the terms of the draft as varied, or (iii) if the acceptance is of a [draft](#) that is an [incomplete instrument](#), according to its terms when completed, to the extent stated in Sections [3-115](#) and [3-407](#). The obligation is owed to a [person entitled to enforce](#) the draft or to the [drawer](#) or an indorser who paid the draft under Section [3-414](#) or [3-415](#).

(b) If the certification of a [check](#) or other [acceptance](#) of a [draft](#) states the amount certified or accepted, the obligation of the [acceptor](#) is that amount. If (i) the certification or acceptance does not state an amount, (ii) the amount of the [instrument](#) is subsequently raised, and (iii) the instrument is then negotiated to a [holder in due course](#), the obligation of the [acceptor](#) is the amount of the instrument at the time it was taken by the holder in due course.

§ 3-414. OBLIGATION OF DRAWER.

(a) This section does not apply to [cashier's checks](#) or other [drafts](#) drawn on the [drawer](#).

(b) If an unaccepted [draft](#) is dishonored, the [drawer](#) is obliged to pay the draft (i) according to its terms at the time it was [issued](#) or, if not issued, at the time it first came into possession of a holder, or (ii) if the drawer signed an [incomplete instrument](#), according to its terms when completed, to the extent stated in Sections [3-115](#) and [3-407](#). The obligation is owed to a [person entitled to enforce](#) the draft or to an [indorser](#) who paid the draft under Section [3-415](#).

(c) If a [draft](#) is accepted by a bank, the [drawer](#) is discharged, regardless of when or by whom [acceptance](#) was obtained.

(d) If a [draft](#) is accepted and the [acceptor](#) is not a bank, the obligation of the [drawer](#) to pay the draft if the draft is dishonored by the acceptor is the same as the obligation of an [indorser](#) under Section [3-415\(a\)](#) and (c).

(e) If a [draft](#) states that it is drawn "without recourse" or otherwise disclaims liability of the [drawer](#) to pay the draft, the drawer is not liable under subsection (b) to pay the draft if the draft is not a [check](#). A disclaimer of the liability stated in subsection (b) is not effective if the draft is a check.

(f) If (i) a [check](#) is not presented for payment or given to a depository bank for collection within 30 days after its date, (ii) the [drawee](#) suspends payments after expiration of the 30-day period without paying the check, and (iii) because of the suspension of payments, the [drawer](#) is deprived of funds maintained with the drawee to cover payment of the check, the drawer to the extent deprived of funds may discharge its obligation to pay the check by assigning to the [person entitled to enforce](#) the check the rights of the drawer against the drawee with respect to the funds.

§ 3-415. OBLIGATION OF INDORSER.

(a) Subject to subsections (b), (c), and (d) and to Section [3-419\(d\)](#), if an [instrument](#) is dishonored, an [indorser](#) is obliged to pay the amount due on the instrument (i) according to the terms of the instrument at the time it was indorsed, or (ii) if the indorser indorsed an [incomplete instrument](#), according to its terms when completed, to the extent stated in Sections [3-115](#) and [3-407](#). The obligation of the indorser is owed to a [person entitled to enforce](#) the instrument or to a subsequent indorser who paid the instrument under this section.

- (b) If an [indorsement](#) states that it is made "without recourse" or otherwise disclaims liability of the indorser, the indorser is not liable under subsection (a) to pay the [instrument](#).
- (c) If notice of dishonor of an [instrument](#) is required by Section [3-503](#) and notice of dishonor complying with that section is not given to an [indorser](#), the liability of the indorser under subsection (a) is discharged.
- (d) If a [draft](#) is accepted by a bank after an [indorsement](#) is made, the liability of the [indorser](#) under subsection (a) is discharged.
- (e) If an [indorser](#) of a [check](#) is liable under subsection (a) and the check is not presented for payment, or given to a depository bank for collection, within 30 days after the day the [indorsement](#) was made, the liability of the indorser under subsection (a) is discharged.

§ 3-416. TRANSFER WARRANTIES.

(a) A person who transfers an [instrument](#) for [consideration](#) warrants to the transferee and, if the transfer is by [indorsement](#), to any subsequent transferee that:

- (1) the warrantor is a [person entitled to enforce](#) the [instrument](#);
- (2) all signatures on the [instrument](#) are authentic and authorized;
- (3) the [instrument](#) has not been altered;
- (4) the [instrument](#) is not subject to a defense or claim in recoupment of any [party](#) which can be asserted against the warrantor; and
- (5) the warrantor has no knowledge of any insolvency proceeding commenced with respect to the [maker](#) or [acceptor](#) or, in the case of an unaccepted [draft](#), the [drawer](#); and
- (6) with respect to a remotely-created consumer item, that the person on whose account the item is drawn authorized the issuance of the item in the amount for which the item is drawn.

(b) A person to whom the warranties under subsection (a) are made and who took the [instrument](#) in [good faith](#) may recover from the warrantor as damages for breach of warranty an amount equal to the loss suffered as a result of the breach, but not more than the amount of the instrument plus expenses and loss of interest incurred as a result of the breach.

(c) The warranties stated in subsection (a) cannot be disclaimed with respect to [checks](#). Unless notice of a claim for breach of warranty is given to the warrantor within 30 days after the claimant has reason to know of the breach and the identity of the warrantor, the liability of the warrantor under subsection (b) is discharged to the extent of any loss caused by the delay in giving notice of the claim.

(d) A [cause of action] for breach of warranty under this section accrues when the claimant has reason to know of the breach.

§ 3-417. PRESENTMENT WARRANTIES.

(a) If an unaccepted [draft](#) is presented to the [drawee](#) for payment or [acceptance](#) and the drawee pays or accepts the draft, (i) the person obtaining payment or acceptance, at the time of [presentment](#), and (ii) a previous transferor of the draft, at the time of transfer, warrant to the drawee making payment or accepting the draft in [good faith](#) that:

(1) the warrantor is, or was, at the time the warrantor transferred the [draft](#), a [person entitled to enforce](#) the draft or authorized to obtain payment or acceptance of the draft on behalf of a [person entitled to enforce](#) the draft;

(2) the [draft](#) has not been altered;

(3) the warrantor has no knowledge that the signature of the [drawer](#) of the [draft](#) is unauthorized;

(4) with respect to any remotely-created consumer item, that the person on whose account the item is drawn authorized the issuance of the item in the amount for which the item is drawn.

(b) A [drawee](#) making payment may recover from any warrantor damages for breach of warranty equal to the amount paid by the drawee less the amount the drawee received or is entitled to receive from the [drawer](#) because of the payment. In addition, the drawee is entitled to compensation for expenses and loss of interest resulting from the breach. The right of the drawee to recover damages under this subsection is not affected by any failure of the drawee to exercise [ordinary care](#) in making payment. If the drawee accepts the [draft](#), breach of warranty is a defense to the obligation of the [acceptor](#). If the acceptor makes payment with respect to the draft, the acceptor is entitled to recover from any warrantor for breach of warranty the amounts stated in this subsection.

(c) If a [drawee](#) asserts a claim for breach of warranty under subsection (a) based on an unauthorized [indorsement](#) of the [draft](#) or an [alteration](#) of the draft, the warrantor may defend by proving that the indorsement is effective under Section [3-404](#) or [3-405](#) or the [drawer](#) is precluded under Section [3-406](#) or [4-406](#) from asserting against the drawee the unauthorized indorsement or alteration.

(d) If (i) a dishonored [draft](#) is presented for payment to the [drawer](#) or an [indorser](#) or (ii) any other [instrument](#) is presented for payment to a [party](#) obliged to pay the instrument, and (iii) payment is received, the following rules apply:

(1) The person obtaining payment and a prior transferor of the [instrument](#) warrant to the person making payment in [good faith](#) that the warrantor is, or was, at the time the warrantor transferred the [instrument](#), a [person entitled to enforce](#) the [instrument](#) or authorized to obtain payment on behalf of a [person entitled to enforce](#) the [instrument](#).

(2) The person making payment may recover from any warrantor for breach of warranty an amount equal to the amount paid plus expenses and loss of interest resulting from the breach.

(e) The warranties stated in subsections (a) and (d) cannot be disclaimed with respect to [checks](#). Unless notice of a claim for breach of warranty is given to the warrantor within 30 days after the claimant has reason to know of the breach and the identity of the warrantor, the liability of the warrantor under subsection (b) or (d) is discharged to the extent of any loss caused by the delay in giving notice of the claim.

(f) A [cause of action] for breach of warranty under this section accrues when the claimant has reason to know of the breach.

§ 3-418. PAYMENT OR ACCEPTANCE BY MISTAKE.

(a) Except as provided in subsection (c), if the [drawee](#) of a [draft](#) pays or accepts the draft and the drawee acted on the mistaken belief that (i) payment of the draft had not been stopped pursuant to Section [4-403](#) or (ii) the signature of the [drawer](#) of the draft was authorized, the drawee may recover the amount of the draft from the person to whom or for whose benefit payment was made or, in the case of [acceptance](#), may revoke the acceptance. Rights of the drawee under this subsection are not affected by failure of the drawee to exercise [ordinary care](#) in paying or accepting the draft.

(b) Except as provided in subsection (c), if an [instrument](#) has been paid or accepted by mistake and the case is not covered by subsection (a), the person paying or accepting may, to the extent permitted by the law governing mistake and restitution, (i) recover the payment from the person to whom or for whose benefit payment was made or (ii) in the case of [acceptance](#), may revoke the acceptance.

(c) The remedies provided by subsection (a) or (b) may not be asserted against a person who took the [instrument](#) in [good faith](#) and for value or who in good faith changed position in reliance on the payment or [acceptance](#). This subsection does not limit remedies provided by Section [3-417](#) or [4-407](#).

(d) Notwithstanding Section [4-215](#), if an [instrument](#) is paid or accepted by mistake and the payor or [acceptor](#) recovers payment or revokes [acceptance](#) under subsection (a) or (b), the instrument is deemed not to have been paid or accepted and is treated as dishonored, and the person from whom payment is recovered has rights as a [person entitled to enforce](#) the dishonored instrument.

§ 3-419. INSTRUMENTS SIGNED FOR ACCOMMODATION.

(a) If an [instrument](#) is [issued](#) for value given for the benefit of a [party](#) to the instrument ("accommodated party") and another party to the instrument ("accommodation party") signs the instrument for the purpose of incurring liability on the instrument without being a direct beneficiary of the value given for the instrument, the instrument is signed by the accommodation party "for accommodation."

(b) An accommodation party may sign the [instrument](#) as [maker](#), [drawer](#), [acceptor](#), or [indorser](#) and, subject to subsection (d), is obliged to pay the instrument in the capacity in which the accommodation party signs. The obligation of an accommodation party may be enforced notwithstanding any statute of frauds and whether or not the accommodation party receives [consideration](#) for the accommodation.

(c) A person signing an [instrument](#) is presumed to be an accommodation party and there is notice that the instrument is signed for accommodation if the signature is an [anomalous indorsement](#) or is accompanied by words indicating that the signer is acting as surety or guarantor with respect to the obligation of another [party](#) to the instrument. Except as provided in Section [3-605](#), the obligation of an accommodation party to pay the instrument is not affected by the fact that the person enforcing the obligation had notice when the instrument was taken by that person that the accommodation party signed the instrument for accommodation.

(d) If the signature of a [party](#) to an [instrument](#) is accompanied by words indicating unambiguously that the party is guaranteeing collection rather than payment of the obligation of another party to the

instrument, the signer is obliged to pay the amount due on the instrument to a [person entitled to enforce](#) the instrument only if (i) execution of judgment against the other party has been returned unsatisfied, (ii) the other party is insolvent or in an insolvency proceeding, (iii) the other party cannot be served with process, or (iv) it is otherwise apparent that payment cannot be obtained from the other party.

(e) If the signature of a [party](#) to an [instrument](#) is accompanied by words indicating that the party guarantees payment or the signer signs the instrument as an accommodation party in some other manner that does not unambiguously indicate an intention to guarantee collection rather than payment, the signer is obliged to pay the amount due on the instrument to a person entitled to enforce the instrument in the same circumstances as the accommodated party would be obliged, without prior resort to the accommodated party by the person entitled to enforce the instrument.

(f) An accommodation party who pays the [instrument](#) is entitled to reimbursement from the accommodated party and is entitled to enforce the instrument against the accommodated party. In proper circumstances, an accommodation party may obtain relief that requires the accommodated party to perform its obligations on the instrument. An accommodated party that pays the instrument has no right of recourse against, and is not entitled to contribution from, an accommodation party.

§ 3-420. CONVERSION OF INSTRUMENT.

(a) The law applicable to conversion of personal property applies to [instruments](#). An instrument is also converted if it is taken by transfer, other than a [negotiation](#), from a person not entitled to enforce the instrument or a bank makes or obtains payment with respect to the instrument for a person not entitled to enforce the instrument or receive payment. An action for conversion of an instrument may not be brought by (i) the [issuer](#) or [acceptor](#) of the instrument or (ii) a payee or indorsee who did not receive delivery of the instrument either directly or through delivery to an agent or a co-payee.

(b) In an action under subsection (a), the measure of liability is presumed to be the amount payable on the [instrument](#), but recovery may not exceed the amount of the plaintiff's interest in the instrument.

(c) A **representative**, other than a depository bank, who has in [good faith](#) dealt with an [instrument](#) or its proceeds on behalf of one who was not the [person entitled to enforce](#) the instrument is not liable in conversion to that person beyond the amount of any proceeds that it has not paid out.

PART 5. DISHONOR [\[Table of Contents\]](#)

§ 3-501. PRESENTMENT.

(a) "Presentment" means a demand made by or on behalf of a [person entitled to enforce](#) an [instrument](#) (i) to pay the instrument made to the [drawee](#) or a [party](#) obliged to pay the instrument or, in the case of a [note](#) or accepted [draft](#) payable at a bank, to the bank, or (ii) to accept a draft made to the drawee.

(b) The following rules are subject to Article 4, agreement of the parties, and clearing-house rules and the like:

(1) Presentment may be made at the place of payment of the [instrument](#) and must be made at the place of payment if the instrument is payable at a bank in the United States; may be made by any commercially reasonable means, including an oral, written, or electronic communication; is effective

when the demand for payment or [acceptance](#) is received by the person to whom [presentment](#) is made; and is effective if made to any one of two or more [makers](#), [acceptors](#), [drawees](#), or other payors.

(2) Upon demand of the person to whom [presentment](#) is made, the person making presentment must (i) exhibit the [instrument](#), (ii) give reasonable identification and, if presentment is made on behalf of another person, reasonable evidence of authority to do so, and (iii) sign a receipt on the instrument for any payment made or surrender the instrument if full payment is made.

(3) Without dishonoring the [instrument](#), the [party](#) to whom [presentment](#) is made may (i) return the instrument for lack of a necessary [indorsement](#), or (ii) refuse payment or [acceptance](#) for failure of the presentment to comply with the terms of the instrument, an agreement of the parties, or other applicable law or rule.

(4) The [party](#) to whom [presentment](#) is made may treat presentment as occurring on the next business day after the day of presentment if the party to whom presentment is made has established a cut-off hour not earlier than 2 p.m. for the receipt and processing of [instruments](#) presented for payment or [acceptance](#) and presentment is made after the cut-off hour.

§ 3-502. DISHONOR.

(a) Dishonor of a [note](#) is governed by the following rules:

(1) If the [note](#) is payable on demand, the note is dishonored if [presentment](#) is duly made to the [maker](#) and the note is not paid on the day of presentment.

(2) If the [note](#) is not payable on demand and is payable at or through a bank or the terms of the note require [presentment](#), the note is dishonored if presentment is duly made and the note is not paid on the day it becomes payable or the day of presentment, whichever is later.

(3) If the [note](#) is not payable on demand and paragraph (2) does not apply, the note is dishonored if it is not paid on the day it becomes payable.

(b) Dishonor of an unaccepted [draft](#) other than a documentary draft is governed by the following rules:

(1) If a [check](#) is duly presented for payment to the payor bank otherwise than for immediate payment over the counter, the check is dishonored if the payor bank makes timely return of the check or sends timely notice of dishonor or nonpayment under Section [4-301](#) or [4-302](#), or becomes accountable for the amount of the [check](#) under Section [4-302](#).

(2) If a [draft](#) is payable on demand and paragraph (1) does not apply, the draft is dishonored if [presentment](#) for payment is duly made to the [drawee](#) and the draft is not paid on the day of presentment.

(3) If a [draft](#) is payable on a date stated in the draft, the draft is dishonored if (i) [presentment](#) for payment is duly made to the [drawee](#) and payment is not made on the day the draft becomes payable or the day of presentment, whichever is later, or (ii) presentment for [acceptance](#) is duly made before the day the draft becomes payable and the draft is not accepted on the day of presentment.

(4) If a [draft](#) is payable on elapse of a period of time after sight or [acceptance](#), the draft is dishonored if [presentment](#) for acceptance is duly made and the draft is not accepted on the day of presentment.

(c) Dishonor of an unaccepted documentary [draft](#) occurs according to the rules stated in subsection (b)(2), (3), and (4), except that payment or [acceptance](#) may be delayed without dishonor until no later than the close of the third business day of the [drawee](#) following the day on which payment or acceptance is required by those paragraphs.

(d) Dishonor of an accepted [draft](#) is governed by the following rules:

(1) If the [draft](#) is payable on demand, the draft is dishonored if [presentment](#) for payment is duly made to the [acceptor](#) and the draft is not paid on the day of presentment.

(2) If the [draft](#) is not payable on demand, the draft is dishonored if [presentment](#) for payment is duly made to the [acceptor](#) and payment is not made on the day it becomes payable or the day of presentment, whichever is later.

(e) In any case in which [presentment](#) is otherwise required for dishonor under this section and presentment is excused under Section [3-504](#), dishonor occurs without presentment if the [instrument](#) is not duly accepted or paid.

(f) If a [draft](#) is dishonored because timely [acceptance](#) of the draft was not made and the person entitled to demand acceptance consents to a late acceptance, from the time of acceptance the draft is treated as never having been dishonored.

§ 3-503. NOTICE OF DISHONOR.

(a) The obligation of an [indorser](#) stated in Section [3-415\(a\)](#) and the obligation of a [drawer](#) stated in Section [3-414\(d\)](#) may not be enforced unless (i) the indorser or drawer is given notice of dishonor of the [instrument](#) complying with this section or (ii) notice of dishonor is excused under Section [3-504\(b\)](#).

(b) Notice of dishonor may be given by any person; may be given by any commercially reasonable means, including an oral, written, or electronic communication; and is sufficient if it reasonably identifies the [instrument](#) and indicates that the instrument has been dishonored or has not been paid or accepted. Return of an instrument given to a bank for collection is sufficient notice of dishonor.

(c) Subject to Section [3-504\(c\)](#), with respect to an [instrument](#) taken for collection by a collecting bank, notice of dishonor must be given (i) by the bank before midnight of the next banking day following the banking day on which the bank receives notice of dishonor of the instrument, or (ii) by any other person within 30 days following the day on which the person receives notice of dishonor. With respect to any other instrument, notice of dishonor must be given within 30 days following the day on which dishonor occurs.

§ 3-504. EXCUSED PRESENTMENT AND NOTICE OF DISHONOR.

(a) Presentment for payment or [acceptance](#) of an [instrument](#) is excused if (i) the person entitled to present the instrument cannot with reasonable diligence make presentment, (ii) the [maker](#) or [acceptor](#) has repudiated an obligation to pay the instrument or is dead or in insolvency proceedings, (iii) by the terms of the [instrument presentment](#) is not necessary to enforce the obligation of [indorsers](#) or the [drawer](#), (iv) the drawer or indorser whose obligation is being enforced has waived [presentment](#) or otherwise has no reason to expect or right to require that the instrument be paid or accepted, or (v) the drawer

instructed the [drawee](#) not to pay or accept the [draft](#) or the drawee was not obligated to the drawer to pay the draft.

(b) Notice of dishonor is excused if (i) by the terms of the [instrument](#) notice of dishonor is not necessary to enforce the obligation of a [party](#) to pay the instrument, or (ii) the party whose obligation is being enforced waived notice of dishonor. A waiver of [presentment](#) is also a waiver of notice of dishonor.

(c) Delay in giving notice of dishonor is excused if the delay was caused by circumstances beyond the control of the person giving the notice and the person giving the notice exercised reasonable diligence after the cause of the delay ceased to operate.

§ 3-505. EVIDENCE OF DISHONOR.

(a) The following are admissible as evidence and create a presumption of dishonor and of any notice of dishonor stated:

(1) a document regular in form as provided in subsection (b) which purports to be a protest;

(2) a purported stamp or writing of the [drawee](#), payor bank, or presenting bank on or accompanying the [instrument](#) stating that [acceptance](#) or payment has been refused unless reasons for the refusal are stated and the reasons are not consistent with dishonor;

(3) a book or record of the [drawee](#), payor bank, or collecting bank, kept in the usual course of business which shows dishonor, even if there is no evidence of who made the entry.

(b) A protest is a certificate of dishonor made by a United States consul or vice consul, or a notary public or other person authorized to administer oaths by the law of the place where dishonor occurs. It may be made upon information satisfactory to that person. The protest must identify the [instrument](#) and certify either that [presentment](#) has been made or, if not made, the reason why it was not made, and that the instrument has been dishonored by nonacceptance or nonpayment. The protest may also certify that notice of dishonor has been given to some or all parties.

PART 6. DISCHARGE AND PAYMENT [\[Table of Contents\]](#)

§ 3-601. DISCHARGE AND EFFECT OF DISCHARGE.

(a) The obligation of a [party](#) to pay the [instrument](#) is discharged as stated in this Article or by an act or agreement with the [party](#) which would discharge an obligation to pay money under a simple contract.

(b) Discharge of the obligation of a [party](#) is not effective against a person acquiring rights of a [holder in due course](#) of the [instrument](#) without notice of the discharge.

§ 3-602. PAYMENT.

(a) Subject to subsection (b), an [instrument](#) is paid to the extent payment is made (i) by or on behalf of a [party](#) obliged to pay the instrument, and (ii) to a [person entitled to enforce](#) the instrument. To the extent of the payment, the obligation of the party obliged to pay the instrument is discharged even though payment is made with knowledge of a claim to the instrument under Section [3-306](#) by another person.

(b) Subject to subsection (e) a note is paid to the extent payment is made by or on behalf of a [party](#) obliged to pay the note to a person that formerly was entitled to enforce the note only if at the time of the payment the party obliged to pay has not received adequate notification that the note has been transferred and that payment is to be made to the transferee. A notification is adequate only if it is signed by the transferor or the transferee; reasonably identifies the transferred note; and provides an address at which payments subsequently can be made. Upon request, a transferee shall seasonably furnish reasonable proof that the note has been transferred. Unless the transferee complies with the request, a payment to the person that formerly was entitled to enforce the note is effective for purposes of subsection (c) even if the party obliged to pay the note has received a notification under this paragraph.

(c) Subject to subsection (e), to the extent of a payment under subsections (a) and (b), the obligation of the [party](#) obliged to pay the instrument is discharged even though payment is made with knowledge of a claim to the instrument under Section [3-306](#) by another person.

(d) Subject to subsection (e), a transferee, or any [party](#) that has acquired rights in the instrument directly or indirectly from a transferee, including any such party that has rights as a holder in due course, is deemed to have notice of any payment that is made under subsection (b) after the date that the note is transferred to the transferee but before the party obliged to pay the note receives adequate notification of the transfer.

(e) The obligation of a [party](#) to pay the [instrument](#) is not discharged under subsections (a) through (d) if:

(1) a claim to the [instrument](#) under Section [3-306](#) is enforceable against the [party](#) receiving payment and (i) payment is made with knowledge by the payor that payment is prohibited by injunction or similar process of a court of competent jurisdiction, or (ii) in the case of an instrument other than a [cashier's check](#), [teller's check](#), or [certified check](#), the party making payment accepted, from the person having a claim to the instrument, indemnity against loss resulting from refusal to pay the [person entitled to enforce](#) the instrument; or

(2) the person making payment knows that the [instrument](#) is a stolen instrument and pays a person it knows is in wrongful possession of the instrument.

(f) As used in this section, "signed," with respect to a record that is not a writing, includes the attachment to or logical association with the record of an electronic symbol, sound, or process to or with the record with the present intent to adopt or accept the record.

§ 3-603. TENDER OF PAYMENT.

(a) If tender of payment of an obligation to pay an [instrument](#) is made to a [person entitled to enforce](#) the instrument, the effect of tender is governed by principles of law applicable to tender of payment under a simple contract.

(b) If tender of payment of an obligation to pay an [instrument](#) is made to a [person entitled to enforce](#) the instrument and the tender is refused, there is discharge, to the extent of the amount of the tender, of the obligation of an [indorser](#) or accommodation [party](#) having a right of recourse with respect to the obligation to which the tender relates.

(c) If tender of payment of an amount due on an [instrument](#) is made to a [person entitled to enforce](#) the instrument, the obligation of the obligor to pay interest after the due date on the amount tendered is

discharged. If [presentment](#) is required with respect to an instrument and the obligor is able and ready to pay on the due date at every place of payment stated in the instrument, the obligor is deemed to have made tender of payment on the due date to the person entitled to enforce the instrument.

§ 3-604. DISCHARGE BY CANCELLATION OR RENUNCIATION.

(a) A [person entitled to enforce](#) an [instrument](#), with or without [consideration](#), may discharge the obligation of a [party](#) to pay the instrument (i) by an intentional voluntary act, such as surrender of the instrument to the party, destruction, mutilation, or cancellation of the instrument, cancellation or striking out of the party's signature, or the addition of words to the instrument indicating discharge, or (ii) by agreeing not to sue or otherwise renouncing rights against the party by a signed record.

(b) Cancellation or striking out of an [indorsement](#) pursuant to subsection (a) does not affect the status and rights of a [party](#) derived from the indorsement.

(c) As used in this section, "signed," with respect to a record that is not a writing, includes the attachment to or logical association with the record of an electronic symbol, sound, or process to or with the record with the present intent to adopt or accept the record.

§ 3-605. DISCHARGE OF SECONDARY OBLIGORS.

(a) If a [person entitled to enforce](#) an [instrument](#) releases the obligation of a principal obligor in whole or in part, and another party to the instrument is a secondary obligor with respect to the obligation of that principal obligor, the following rules apply:

(1) Any obligations of the principal obligor to the secondary obligor with respect to any previous payment by the secondary obligor are not affected. Unless the terms of the release preserve the secondary obligor's recourse, the principal obligor is discharged, to the extent of the release, from any other duties to the secondary obligor under this article.

(2) Unless the terms of the release provide that the person entitled to enforce the instrument retains the right to enforce the instrument against the secondary obligor, the secondary obligor is discharged to the same extent as the principal obligor from any unperformed portion of its obligation on the instrument. If the instrument is a check and the obligation of the secondary obligor is based on an indorsement of the check, the secondary obligor is discharged without regard to the language or circumstances of the discharge or other release.

(3) If the secondary obligor is not discharged under paragraph (2), the secondary obligor is discharged to the extent of the value of the consideration for the release, and to the extent that the release would otherwise cause the secondary obligor a loss.

(b) If a [person entitled to enforce](#) an [instrument](#) grants a principal obligor an extension of the time at which one or more payments are due on the instrument and another party to the instrument is a secondary obligor with respect to the obligation of that principal obligor, the following rules apply:

(1) Any obligations of the principal obligor to the secondary obligor with respect to any previous payment by the secondary obligor are not affected. Unless the terms of the extension preserve the secondary obligor's recourse, the extension correspondingly extends the time for performance of any other duties owed to the secondary obligor by the principal obligor under this article.

(2) The secondary obligor is discharged to the extent that the extension would otherwise cause the secondary obligor a loss.

(3) To the extent that the secondary obligor is not discharged under paragraph (2), the secondary obligor may perform its obligations to a person entitled to enforce the instrument as if the time for payment had not been extended or, unless the terms of the extension provide that the person entitled to enforce the instrument retains the right to enforce the instrument against the secondary obligor as if the time for payment had not been extended, treat the time for performance of its obligations as having been extended correspondingly.

(c) If a [person entitled to enforce](#) an [instrument](#) agrees, with or without [consideration](#), to a modification of the obligation of a principal obligor other than a complete or partial release or an extension of the due date and another party to the instrument is a secondary obligor with respect to the obligation of that principal obligor, the following rules apply:

(1) Any obligations of the principal obligor to the secondary obligor with respect to any previous payment by the secondary obligor are not affected. The modification correspondingly modifies any other duties owed to the secondary obligor by the principal obligor under this article.

(2) The secondary obligor is discharged from any unperformed portion of its obligation to the extent that the modification would otherwise cause the secondary obligor a loss.

(3) To the extent that the secondary obligor is not discharged under paragraph (2), the secondary obligor may satisfy its obligation on the instrument as if the modification had not occurred, or treat its obligation on the instrument as having been modified correspondingly.

(d) If the obligation of a principal obligor is secured by an interest in collateral, another [party](#) to the instrument is a secondary obligor with respect to that obligation, and a person entitled to enforce the instrument impairs the value of the interest in collateral, the obligation of the secondary obligor is discharged to the extent of the impairment. The value of an interest in collateral is impaired to the extent the value of the interest is reduced to an amount less than the amount of the recourse of the secondary obligor, or the reduction in value of the interest causes an increase in the amount by which the amount of the recourse exceeds the value of the interest. For purposes of this subsection, impairing the value of an interest in collateral includes failure to obtain or maintain perfection or recordation of the interest in collateral, release of collateral without substitution of collateral of equal value or equivalent reduction of the underlying obligation, failure to perform a duty to preserve the value of collateral owed, under Article 9 or other law, to a debtor or other person secondarily liable, and failure to comply with applicable law in disposing of or otherwise enforcing the interest in collateral.

(e) A secondary obligor is not discharged under subsection (a)(3), (b), (c), or (d) unless the [person entitled to enforce](#) the [instrument](#) knows that the person is a secondary obligor or has notice under Section [3-419\(c\)](#) that the instrument was signed for accommodation.

(f) A secondary obligor is not discharged under this section if the secondary obligor consents to the event or conduct that is the basis of the discharge, or the instrument or a separate agreement of the party provides for waiver of discharge under this section specifically or by general language indicating that parties waive defenses based on suretyship or impairment of collateral. Unless the circumstances indicate otherwise, consent by the principal obligor to an act that would lead to a discharge under this section constitutes consent to that act by the secondary obligor if the secondary obligor controls the

principal obligor or deals with the person entitled to enforce the instrument on behalf of the principal obligor.

(g) A release or extension preserves a secondary obligor's recourse if the terms of the release or extension provide that the person entitled to enforce the instrument retains the right to enforce the instrument against the secondary obligor; and the recourse of the secondary obligor continues as though the release or extension had not been granted.

(h) Except as otherwise provided in subsection (i), a secondary obligor asserting discharge under this section has the burden of persuasion both with respect to the occurrence of the acts alleged to harm the secondary obligor and loss or prejudice caused by those acts.

(i) If the secondary obligor demonstrates prejudice caused by an impairment of its recourse, and the circumstances of the case indicate that the amount of loss is not reasonably susceptible of calculation or requires proof of facts that are not ascertainable, it is presumed that the act impairing recourse caused a loss or impairment equal to the liability of the secondary obligor on the instrument. In that event, the burden of persuasion as to any lesser amount of the loss is on the person entitled to enforce the instrument.

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U.C.C. - ARTICLE 3 - NEGOTIABLE INSTRUMENTS

PART 1. GENERAL PROVISIONS AND DEFINITIONS [\[Table of Contents\]](#)

§ 3-101. SHORT TITLE.

This Article may be cited as Uniform Commercial Code -- Negotiable Instruments.

<http://www.law.cornell.edu/ucc/3/article3.htm#Order>

§ 3-103. DEFINITIONS.

(a) In this Article:

(1) "Acceptor" means a [drawee](#) who has accepted a draft.

(2) "Consumer account" means an account established by an individual primarily for personal, family, or household purposes.

- (3) "Consumer transaction" means a transaction in which an individual incurs an obligation primarily for personal, family, or household purposes.
- (4) "Drawee" means a person ordered in a draft to make payment.
- (5) "Drawer" means a person who signs or is identified in a [draft](#) as a person ordering payment.
- (6) [reserved]
- (7) "Maker" means a person who signs or is identified in a [note](#) as a person undertaking to pay.
- (8) "Order" means a written instruction to pay money signed by the person giving the instruction. The instruction may be addressed to any person, including the person giving the instruction, or to one or more persons jointly or in the alternative but not in succession. An authorization to pay is not an order unless the person authorized to pay is also instructed to pay.
- (9) "Ordinary care" in the case of a person engaged in business means observance of reasonable commercial standards, prevailing in the area in which the person is located, with respect to the business in which the person is engaged. In the case of a bank that takes an [instrument](#) for processing for collection or payment by automated means, reasonable commercial standards do not require the bank to examine the instrument if the failure to examine does not violate the bank's prescribed procedures and the bank's procedures do not vary unreasonably from general banking usage not disapproved by this Article or Article 4.
- (10) "Party" means a party to an [instrument](#).
- (11) "Principal obligor," with respect to an instrument, means the accommodated party or any other party to the instrument against whom a secondary obligor has recourse under this article.
- (12) "Promise" means a written undertaking to pay money signed by the person undertaking to pay. An acknowledgment of an obligation by the obligor is not a promise unless the obligor also undertakes to pay the obligation.
- (13) "Prove" with respect to a fact means to meet the burden of establishing the fact (Section [1-201\(b\)\(8\)](#)).
- (14) [reserved]
- (15) "Remitter" means a person who purchases an [instrument](#) from its [issuer](#) if the instrument is payable to an identified person other than the purchaser.
- (16) "Remotely-created consumer item" means an item drawn on a consumer account, which is not created by the payor bank and does not bear a handwritten signature purporting to be the signature of the drawer.
- (17) "Secondary obligor," with respect to an instrument, means (a) an indorser or an accommodation party, (b) a drawer having the obligation described in Section [3-414\(d\)](#), or (c) any other party to the instrument that has recourse against another party to the instrument pursuant to Section [3-116\(b\)](#).

(b) Other definitions applying to this Article and the sections in which they appear are:

"Acceptance" Section [3-409](#)

"Accommodated party" Section [3-419](#)

"Accommodation party" Section [3-419](#)

"Account" Section [4-104](#)

"Alteration" Section [3-407](#)

"Anomalous indorsement" Section [3-205](#)

"Blank indorsement" Section [3-205](#)

"Cashier's check" Section [3-104](#)

"Certificate of deposit" Section [3-104](#)

"Certified check" Section [3-409](#)

"Check" Section [3-104](#)

"Consideration" Section [3-303](#)

"Draft" Section [3-104](#)

"Holder in due course" Section [3-302](#)

"Incomplete instrument" Section [3-115](#)

"Indorsement" Section [3-204](#)

"Indorser" Section [3-204](#)

"Instrument" Section [3-104](#)

"Issue" Section [3-105](#)

"Issuer" Section [3-105](#)

"Negotiable instrument" Section [3-104](#)

"Negotiation" Section [3-201](#)

"Note" Section [3-104](#)

"Payable at a definite time" Section [3-108](#)

"Payable on demand" Section [3-108](#)
"Payable to bearer" Section [3-109](#)
"Payable to order" Section [3-109](#)
"Payment" Section [3-602](#)
"Person entitled to enforce" Section [3-301](#)
"Presentment" Section [3-501](#)
"Reacquisition" Section [3-207](#)
"Special indorsement" Section [3-205](#)
"Teller's check" Section [3-104](#)
"Transfer of instrument" Section [3-203](#)
"Traveler's check" Section [3-104](#)
"Value" Section [3-303](#)

(c) The following definitions in other Articles apply to this Article:

"Banking day" Section [4-104](#)
"Clearing house" Section [4-104](#)
"Collecting bank" Section [4-105](#)
"Depository bank" Section [4-105](#)
"Documentary draft" Section [4-104](#)
"Intermediary bank" Section [4-105](#)
"Item" Section [4-104](#)
"Payor bank" Section [4-105](#)
"Suspends payments" Section [4-104](#)

(d) In addition, Article 1 contains general definitions and principles of construction and interpretation applicable throughout this Article.

§ 3-104. NEGOTIABLE INSTRUMENT.

(a) Except as provided in subsections (c) and (d), "negotiable instrument" means an unconditional [promise](#) or [order](#) to pay a fixed amount of money, with or without interest or other charges described in the promise or order, if it:

(1) is payable to bearer or to [order](#) at the time it is [issued](#) or first comes into possession of a holder;

(2) is payable on demand or at a definite time; and

(3) does not state any other undertaking or instruction by the person promising or ordering payment to do any act in addition to the payment of money, but the [promise](#) or [order](#) may contain (i) an undertaking or power to give, maintain, or protect collateral to secure payment, (ii) an authorization or power to the holder to confess judgment or realize on or dispose of collateral, or (iii) a waiver of the benefit of any law intended for the advantage or protection of an obligor.

(b) "Instrument" means a [negotiable instrument](#).

(c) An [order](#) that meets all of the requirements of subsection (a), except paragraph (1), and otherwise falls within the definition of "check" in subsection (f) is a [negotiable instrument](#) and a [check](#).

(d) A [promise](#) or [order](#) other than a [check](#) is not an [instrument](#) if, at the time it is [issued](#) or first comes into possession of a holder, it contains a conspicuous statement, however expressed, to the effect that the promise or order is not negotiable or is not an instrument governed by this Article.

(e) An [instrument](#) is a "note" if it is a [promise](#) and is a "draft" if it is an [order](#). If an instrument falls within the definition of both "note" and "draft," a [person entitled to enforce](#) the instrument may treat it as either.

(f) "Check" means (i) a [draft](#), other than a documentary draft, payable on demand and drawn on a bank or (ii) a [cashier's check](#) or [teller's check](#). An [instrument](#) may be a [check](#) even though it is described on its face by another term, such as "money order."

(g) "Cashier's check" means a [draft](#) with respect to which the [drawer](#) and [drawee](#) are the same bank or branches of the same bank.

(h) "Teller's check" means a [draft](#) drawn by a bank (i) on another bank, or (ii) payable at or through a bank.

(i) "Traveler's check" means an [instrument](#) that (i) is payable on demand, (ii) is drawn on or payable at or through a bank, (iii) is designated by the term "traveler's check" or by a substantially similar term, and (iv) requires, as a condition to payment, a countersignature by a person whose specimen signature appears on the instrument.

(j) "Certificate of deposit" means an [instrument](#) containing an acknowledgment by a bank that a sum of money has been received by the bank and a [promise](#) by the bank to repay the sum of money. A certificate of deposit is a

§ 3-109. PAYABLE TO BEARER OR TO ORDER.

<http://www.law.cornell.edu/ucc/3/article3.htm#s3-109>

(a) A promise or order is payable to bearer if it:

(1) states that it is payable to bearer or to the order of bearer or otherwise indicates that the person in possession of the promise or order is entitled to payment;

(2) does not state a payee; or

(3) states that it is payable to or to the order of cash or otherwise indicates that it is not payable to an identified person.

(b) A promise or order that is not payable to bearer is payable to order if it is payable (i) to the order of an identified person or (ii) to an identified person or order. A promise or order that is payable to order is payable to the identified person.

(c) An instrument payable to bearer may become payable to an identified person if it is specially indorsed pursuant to Section 3-205(a). An instrument payable to an identified person may become payable to bearer if it is indorsed in blank pursuant to Section 3-205(b).

(Must be hand written
only, in blue ink)

1234 5678 9012 3456 7890

*Accepted and Returned for Assessed Value, Closure and Settlement of
this Accounting. By: Ann Marie Martinelli EFM 123456789
Authorized Representative*

Put this
statement
on every
page that
came with
your letter

ANN MARTINELLI
12345 DARLINGTON BLVD
COTTON CITY GA 55232-3123456



123456789101

Urgent !!

We intend to levy on certain assets. Please respond NOW.

(To avoid additional penalty and interest, pay the amount you owe within ten days from the date of this notice.)

Our records indicate that you haven't paid the amount you owe. The law requires that you pay your tax at the time you file your return. This is your notice, as required by Internal Revenue Code Section 6331(d), of our intent to levy (take) any state tax refunds that you may be entitled to if we don't receive your payment in full. In addition, we will begin to search for other assets we may levy. We can also file a Notice of Federal Tax Lien, if we haven't already done so. **To prevent collection action, please pay the current balance now.** If you've already paid, can't pay, or have arranged for an installment agreement, it is important that you **call us immediately** at the telephone number shown below. Current balance may include Civil Penalty, if assessed.

1. Do not detach the coupon from the page. Leave it in tact.
 2. On the backs of each page that is blank, write on them: "See Reverse"
 3. Go over every single page to make sure everything is done right.
 4. Fold all the pages and put them back in the same envelope they came in, so address shows in the window
 5. Include the 1040V (voucher) page. (Do not send the instructions).
- Listen to the audio 10 times.

Account Summary

Form: 1040A	Tax Period: 12-31-2001
Current Balance:	\$8,500.00
Includes:	
Penalty:	\$55.00
Interest:	\$47.00
Last Payment:	\$0.00

For information on
your penalty & interest
computations, you may
call 1-800-829-8374

do not detach

Questions? Call us at **1-800-829-8374**

See the enclosed Publication 594, *The IRS Collection Process*, and Notice 1219B, *Notice of Potential Third Party Contact* for additional information.

Please mail this part with your payment, payable to United States Treasury.

Notice Number: CP 504
Notice Date: 12-12-2005

Money Order

write on your check:

1040A	12-31-2001	123-45-6789
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Amount Due:	\$8,500.00
-------------	------------

Find information about filing and paying taxes at: www.irs.gov
Enter Keyword: filing late (or) paying late

*Pay to: United States Treasury
Eightyfive Hundred and no cents*

Internal Revenue Service
OGDEN, UT 84201-0030

ANN MARTINELLI
12345 DARLINGTON BLVD
COTTON CITY GA 55232-3123456



*By: Ann Marie Martinelli EFM 123456789
Authorized Representative*

**write this on the backs of
any blank pages**

See Reverse

2002 Form 1040-V



Department of the Treasury
Internal Revenue Service

What Is Form 1040-V and Do You Have To Use It?

It is a statement you send with your check or money order for any balance due on line 73 of your **2002 Form 1040**. Using Form 1040-V allows us to process your payment more accurately and efficiently. We strongly encourage you to use Form 1040-V, but there is no penalty if you do not.

How To Fill In Form 1040-V

Line 1. Enter your social security number (SSN). If you are filing a joint return, enter the SSN shown **first** on your return.

Line 2. If you are filing a joint return, enter the SSN shown **second** on your return.

Line 3. Enter the amount you are paying by check or money order.

Line 4. Enter your name(s) and address **exactly** as shown on your return. Please print clearly.

How To Prepare Your Payment

- Make your check or money order payable to the **"United States Treasury."** Do not send cash.
- Make sure your name and address appear on your check or money order.
- Enter "2002 Form 1040," your daytime phone number, and your SSN on your check or money order. If you are filing a joint return, enter the SSN shown **first** on your return.
- To help process your payment, enter the amount on the right side of your check like this: \$ XXX.XX. **Do not** use dashes or lines (for example, do not enter "\$ XXX—" or "\$ XXX $\frac{XX}{100}$ ").

How To Send In Your 2002 Tax Return, Payment, and Form 1040-V

- Detach Form 1040-V along the dotted line.
- **Do not** staple or otherwise attach your payment or Form 1040-V to your return or to each other. Instead, just put them loose in the envelope.
- Mail your 2002 tax return, payment, and Form 1040-V in the envelope that came with your 2002 Form 1040 instruction booklet.

Note. If you do not have that envelope or you moved or used a paid preparer, mail your return, payment, and Form 1040-V to the Internal Revenue Service at the address shown on the back that applies to you.

Paperwork Reduction Act Notice. We ask for the information on Form 1040-V to help us carry out the Internal Revenue laws of the United States. If you use Form 1040-V, you must provide the requested information. Your cooperation will help us ensure that we are collecting the right amount of tax.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Internal Revenue Code section 6103.

The time needed to complete and mail Form 1040-V will vary depending on individual circumstances. The estimated average time is 19 minutes. If you have comments about the accuracy of this time estimate or suggestions about making Form 1040-V simpler, we would be happy to hear from you. See the Instructions for Form 1040.

Cat. No. 20975C

▼ Detach Here and Mail With Your Payment and Return ▼

Form **1040-V** (2002)

Form **1040-V**

Department of the Treasury
Internal Revenue Service (99)

Payment Voucher

► Do not staple or attach this voucher to your payment or return.

OMB No. 1545-0074

2002

1 Your social security number (SSN)		2 If a joint return, SSN shown second on your return		3 Amount you are paying by check or money order		Dollars	Cents
4 Your first name and initial				Last name			
If a joint return, spouse's first name and initial				Last name			
Home address (number and street)						Apt. no.	
City, town or post office, state, and ZIP code							

Cat. No. 20975C

IF you live in . . .	THEN use this address if you:	
	Prepared your own return . . .	Used a paid preparer . . .
Florida, Georgia, Mississippi, North Carolina, South Carolina, West Virginia	Atlanta, GA 39901-0102	P.O. Box 105093 Atlanta, GA 30348-5093
New York (<i>New York City and counties of Nassau, Rockland, Suffolk, and Westchester</i>)	Holtsville, NY 00501-0102	P.O. Box 1187 Newark, NJ 07101-1187
New York (<i>all other counties</i>), Maine, New Hampshire, Vermont	Andover, MA 05501-0102	P.O. Box 1214 Charlotte, NC 28201-1214
Massachusetts, Michigan, Rhode Island	Andover, MA 05501-0102	P.O. Box 37002 Hartford, CT 06176-0002
Illinois, Indiana, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Utah, Wisconsin	Kansas City, MO 64999-0102	P.O. Box 970011 St. Louis, MO 63197-0011
Connecticut, Delaware, District of Columbia, Maryland, New Jersey, Pennsylvania	Philadelphia, PA 19255-0102	P.O. Box 80101 Cincinnati, OH 45280-0001
Colorado, Kentucky, Louisiana, Montana, New Mexico, Oklahoma, Texas, Wyoming	Austin, TX 73301-0102	P.O. Box 660308 Dallas, TX 75266-0308
Alaska, California, Hawaii, Nevada, Oregon	Fresno, CA 93888-0102	P.O. Box 7704 San Francisco, CA 94120-7704
Arizona, Idaho, Washington	Fresno, CA 93888-0102	P.O. Box 60840 Los Angeles, CA 90060-0840
Alabama, Arkansas, Ohio, Tennessee, Virginia	Memphis, TN 37501-0102	P.O. Box 105017 Atlanta, GA 30348-5017
All APO and FPO addresses, American Samoa, nonpermanent residents of Guam or the Virgin Islands*, Puerto Rico (<i>or if excluding income under Internal Revenue Code section 933</i>), dual-status aliens, a foreign country: U.S. citizens or those filing Form 2555, Form 2555-EZ, or Form 4563	Philadelphia, PA 19255-0215 USA	P.O. Box 80111 Cincinnati, OH 45280-0011

* Permanent residents of Guam or the Virgin Islands should not use Form 1040-V.

