



## Grant Check Replacement Policy

### **Purpose**

Grant checks issued from the MidwayUSA Foundation, Inc. may need to be replaced for various reasons.

### **Requirements**

1. The Foundation will replace a grant check that was lost, damaged, or never received.
  - 1.1. An authorized representative of the grantee requesting the replacement check must state in writing the reason for the request.
  - 1.2. A grant check that was not received by the grantee will only be replaced after 14 days from the date it was issued in order to give the USPS time to deliver an improperly routed check.
  - 1.3. A grant check issued a second time will be sent via certified mail or similar method that requires a signature.
  - 1.4. A grant check issued a third time will be sent via ACH (if at all possible) or via certified mail or similar method that requires a signature.
  - 1.5. The MidwayUSA Foundation reserves the right to refuse any additional requests for reissuance of a grant check.
2. The Foundation may deduct bank fees (e.g., stop payment on original check) and/or Foundation processing and mailing costs from the grant if the check was delivered correctly, but misplaced by the grantee.