

Operation instructions for the application for the return of treasury checks that have been paid to the treasury by payment agencies

1. Legal basis

In accordance with Paragraph 2, Article 38 of the Regulations for the Management of Treasury Checks, if the payee or holder of a treasury check paid to the treasury claims for the return of funds on the grounds that the period of prescription has not yet expired, or was interrupted, or on other grounds under other laws or regulations, the agency that originally prepared the payment voucher shall file an application with the National Treasury Administration, Ministry of Finance, which shall handle the refund in accordance with the Regulations Governing the Handling of Return of Revenues and Recovery of Expenditures of the National Treasury. If the agency that originally prepared the payment voucher has been disbanded or reorganized, the provisions of Paragraph 3, Article 24 of the same Regulations shall be followed.

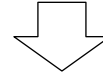
2. Operation instructions

- (1) If the payee or holder of a treasury check paid to the treasury claims for the return of funds on the grounds that the period of prescription has not yet expired, or was interrupted, or other grounds under other laws or regulations, the agency that originally prepared the payment voucher shall file an application with the National Treasury Administration, Ministry of Finance.
- (2) After verifying the relevant documents of the payee or holder referred to in the preceding paragraph, the agency that originally prepared the payment voucher shall apply for the return of funds to the National Treasury Administration, Ministry of Finance by official letter, stating the original treasury check number, amount, and payee, and attaching the “Application for Return of Treasury Checks Paid to the Treasury” (see attachment). If the original payee is dead or factually cannot be found, the official letter shall state the name of the payee after the change and the reason for the change.
- (3) When the National Treasury Administration, Ministry of Finance receives the case, and upon verification that the amount specified in the original treasury check has actually been paid into the treasury, it shall fill out the “Statement of Return of Revenue” and “Paying-In Slip” and send them to the Department of the Treasury of the Central Bank for income refund operations. Once the funds are transferred to the treasury deposit account under the account title “Treasury Funds - Revenue that is Funds Held in Custody or Collected for Others,” the treasury check will be issued by the National Treasury Administration of the Ministry of Finance and sent to the agency that originally prepared the payment voucher and forward it to the payee or holder.

3. Application Process

**Payee or holder of the
National Treasury Check**

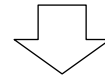
For the treasury check paid to the treasury, claims for the return of funds on the grounds that the period of prescription has not yet expired, or was interrupted, or other grounds under other laws or regulations.



Submit a request

**Central government
payment agencies
(The agency that originally
prepared the payment voucher)**

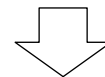
1. Check the relevant documents of the payee or holder.
2. Apply to the National Treasury Administration of the Ministry of Finance in the form of an official letter .The official letter shall state the original treasury check number, amount, and payee, and attach the “Application for return of treasury check paid to the treasury.”



Submit a request

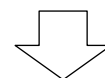
**National Treasury Administration,
Ministry of Finance**

1. Handle refund operations in accordance with the Regulations Governing the Handling of Return of Revenues and Recovery of Expenditures of the National Treasury.
2. Once the Department of the Treasury of the Central Bank transfers the funds into the treasury deposit account under the account title "Treasury Funds - Revenue that is Funds Held in Custody or Collected for Others," the treasury check will be issued.
3. The treasury check shall be sent with an official letter to the agency that originally prepared the payment voucher.



**Central government
payment agencies
(The agency that originally
prepared the payment voucher)**

The agency that originally prepared the payment voucher shall forward the treasury check to the payee or holder.



**Payee or holder of the
National Treasury Check**

The payee or holder goes to the financial institution to receive the payment.

Attachment
附件

Application for Return of Treasury Checks Paid to the Treasury
國庫支票已繳庫款項返還申請書

Regarding the original Treasury Check with the number of _____, the payee or holder has held the check for more than 5 years past the issue date and the check has not yet been redeemed. Since the check has been paid into the treasury by the National Treasury Administration, and due to the fact that the payee's or holder's claim for the return of funds that have already been paid to the Treasury under the preceding paragraph on the grounds that the period of prescription has not yet expired, or was interrupted, or other grounds under other laws or regulations, this agency has verified the claim and approved the refund. Please handle it accordingly. If there is any dispute, this agency (enterprise) is responsible for handling it.

查第 _____ 號國庫支票，受款人或執票人逾發票日期5年未兌領，該支票業經貴署解繳國庫，茲因受款人或執票人以請求權時效未消滅、中斷或依其他法令規定請求返還，經本機關查核結果同意返還款項，敬請查照辦理為荷，如有糾紛由本機關負責處理。

Sincerely
此致

National Treasury Administration
財政部國庫署

Name of the application agency:
申請機關名稱：

Matters required to be included in original Treasury Check issued 原 國 庫 支 票 記 載 事 項			
The code and the name of the payment agency 支用機關代號及名稱			
Payment voucher code 付款憑單編號		The Fiscal Year 會計年度	
The issuing date of the check 國庫支票簽發日期		Check number 國庫支票號碼	
Payee 受 款 人			
Amount in New Taiwan Dollar (Write in Chinese capital numerals) 金額新臺幣(大寫) _____ NT\$			
Payee applied to correct 更正後受款人			
Cause of correction 更正原因			

Remark: If the original payee is dead or factually cannot be found, the official letter shall state the name of the payee after the change and the reason for the change .

備註：如原國庫支票受款人已死亡或事實上確無法覓得情事而需變更受款人時，請一併查核及填列更正後受款人名稱及更正原因。