



CHECK ALTERATION AND REPLACEMENT FORM (CARF)

(Please read instructions below)

WARNING: Direct or indirect commission of fraud, collusion, falsification, misrepresentation of facts, or any other kind of anomaly in the accomplishment of this form, or in obtaining any benefit under this application shall be subject to administrative and/or criminal action.

<input type="checkbox"/> Member <input type="checkbox"/> Pensioner <input type="checkbox"/> Others _____ Payee of Check to be Replaced: _____ If survivor/beneficiary is filing request, indicate full name (First Name, Middle Initial and Surname) _____	GSIS ID No./Policy No./Pensioner's ID No. Telephone No. (Landline) Cellphone No.
Residential Address of Applicant	E-mail Address
Agency Name/Address (if active member)	
Check Particulars Type of Check: <input type="checkbox"/> Retirement <input type="checkbox"/> Life Claim <input type="checkbox"/> Dividend <input type="checkbox"/> Others _____ Check No. _____ Check Date _____ Check Amount _____ Drawee Bank _____	Reason for Replacement <input type="checkbox"/> Lost/Stolen <input type="checkbox"/> Stale <input type="checkbox"/> Erroneous Name <input type="checkbox"/> Others
_____ Signature of Applicant over Printed Name	_____ Date Filed

DOCUMENTARY REQUIREMENTS

FOR CHECK RELEASED TO PAYEE	FOR CHECK WITH GSIS
<p>a. Lost</p> <ol style="list-style-type: none"> 1) Check Alteration and Replacement Form (CARF); 2) Affidavit of Loss <p>b. Damaged</p> <ol style="list-style-type: none"> 1) Check Alteration and Replacement Form (CARF); 2) Physical Check 3) UMID, eCard or any two (2) prescribed GSIS valid IDs of claimant/s <p>c. Deceased Payee</p> <ol style="list-style-type: none"> 1) Check Alteration and Replacement Form (CARF); 2) Physical check 3) NSO Death Certificate if no claim for funeral benefit has been filed; 4) Notarized Proof of Surviving Legal Heirs if no claim for survivorship benefit has been filed; 5) NSO Birth and Marriage Certificate of Legal Heirs (for spouse and married female heirs); 6) UMID, eCard or any two (2) prescribed GSIS valid IDs of claimant/s; and 7) Notarized deed of extra judicial settlement designating one payee. <p>d. Wrong Payee Name</p> <ol style="list-style-type: none"> 1) Check Alteration and Replacement Form (CARF); 2) Physical Check; 3) NSO Birth Certificate of the Payee; and 4) UMID, eCARD of any two (2) prescribed GSIS valid IDs of claimant/s <p>e. Stale Check</p> <ol style="list-style-type: none"> 1) Check Alteration and Replacement Form (CARF); 2) Physical check 	<p>a. Lost</p> <ol style="list-style-type: none"> 1) Check Alteration and Replacement Form (CARF); 2) Notarized Incident Report prepared by the concerned personnel with the custody of the check, duly noted by the DC, Officer I or Extension Head, whichever is applicable <p>b. Damaged</p> <ol style="list-style-type: none"> 1) Physical Check <p>c. Deceased Payee</p> <ol style="list-style-type: none"> 1) Check Alteration and Replacement Form (CARF); 2) Physical Check 3) NSO Death Certificate if no claim for funeral benefit has been filed; 4) Notarized proof of Surviving Legal Heirs if no claim for survivorship benefit has been filed; 5) NSO Birth and marriage Certificate of Legal Heirs (for spouse and married females heirs); and 6) UMID, eCARD or any two (s) prescribed GSIS valid IDs of claimant/s; <p>d. Wrong Payee Name</p> <ol style="list-style-type: none"> 1) Check Alteration and Replacement Form (CARF); 2) Physical Check; 3) NSO Birth Certificate of the Payee; and 4) UMID, eCARD of any two (2) prescribed GSIS valid IDs of claimant/s <p>e. Stale Check</p> <ol style="list-style-type: none"> 1) Check Alteration and Replacement Form (CARF); and 2) Physical check