

H PAAR Check Mail Procedures

After the PAAR check is signed by the Authorized Signer, one of the following occurs:

- The check is mailed as documented on the ACY-1151A. The PAAR check must be mailed in an envelope marked PLEASE DO NOT FORWARD and with the return address of the office.
- The check is mailed out of state as indicated by the ACY-1151A with a Verification of Birth/Death ([FA-076-B](#)) form along with a self-addressed, prepaid envelope.