

Guidance for requesting remail of returned warrants

To aid in timely and efficient processing of requests:

- **Send returned warrant requests only to FA.Warrant@tn.gov.** Unless the attention of other Division of Accounts staff is necessary, please do not copy them on the email. This email account will be monitored by several people to ensure that the request is completed timely.
- **Supplier ID 184 (Single Payment Supplier):**
 - o Updated address should be entered in the remail section of the Excel spreadsheet that was attached to the notification.
 - o Email the updated excel sheet to FA.Warrant@tn.gov.
- **All other Supplier ID:**
 - o Please follow Supplier Maintenance process to update the address in Edison Supplier file. Instructions can be located at <https://www.tn.gov/finance/rd-doa/fa-acccfin-swa.html> . Warrants cannot be remailed for inactive Supplier or Address IDs in Edison.
 - o Once updated, submit the new address in the excel sheet and a screenshot of the address from the Edison supplier file to FA.Warrant@tn.gov. The warrant number(s) must be included in your email message.
 - o If a warrant is to be remailed to a current active address on file, submit the new address in the excel sheet and a screenshot from the Edison supplier file of this address to FA.Warrant@tn.gov. The warrant number(s) must be included in your email message.
- **Any inquiries regarding returned warrants should be emailed to FA.Warrant@tn.gov.**
- **We will respond by email to all request within six (6) business days.**
- **Below is a screenshot of the excel sheet that needs to be submitted with all remail requests.**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1																							
2	SEQ	DATE																					
3		RCVD	NUM	AGENCY	DATE	PAYEE	ADDRESS	CITY	ST	ZIP	EMP	RTN	AWY	RTN	PMT	SUPPLIER							
4	999	1/1/23	1234567	31111	12/1/2022	ABC SAMPLE CO.	123 WRONG ST	NASHVILLE	TN	37000													
5																							
6																							
7																							

Remail address should be submitted in these boxes of the corresponding row of excel sheet provided with the notification.