



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

227 North Bronough Street, Suite 2100
Tallahassee, Florida 32301



Alton L. "Rip" Colvin, Jr.
Executive Director

(850) 488-2415
FAX (850) 488-8944

www.justiceadmin.org

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MEMORANDUM HR02-2023

To: Agency Administrators
From: Carolyn Horwich, Director of Human Resources
Subject: Sending Personal Checks
Date: January 23, 2023

Two very different scenarios exist in which an employee must send a personal check either to the Justice Administrative Commission or People First, Division of State Group Insurance.

One common element for both scenarios is that the numerical and written out amounts must match. Another common element is that the check must be signed.

Where the scenarios differ is outlined below:

Scenario #1 – employee is overpaid and must submit a personal check:

a) Payee: Please make the check payable to your office or to JAC – *not* to the State of Florida. If the check is made payable to the State of Florida, and is delivered somewhere other than JAC, there is the risk of another state agency depositing or cashing the check (it has happened).

b) Mail check to:
Justice Administrative Commission
ATTN: Revenue
227 N. Bronough Street, Suite 2100
Tallahassee, FL 32301

Scenario #2 – employee must pay for his or her insurance premiums by personal check:

a) Payee: Please make check payable to DSGI (Division of State Group Insurance).

b) Memo Line: Include the employee’s People First ID #.

c) Mail check to:
People First
P.O. Box 5437
Tallahassee, FL 32314-5437

Thank you.