



**INSUFFICIENT FUNDS AND ACCOUNT CLOSED CHECKS
SUBMISSION FOR INVESTIGATION**

Business Information

Business Name: _____
Type of Business (i.e. corp, partnership, etc): _____
Mailing Address: _____
Physical Address: _____
Telephone: _____

Check Information

Address where check was cashed if not above: _____
Name on the check: _____
Check No: _____ Amount \$ _____ Date of Check: _____
Check Signed By: _____

Customer Information

Physical Description: Height _____ Weight _____ Hair Color _____ Sex _____
Complexion _____ Scars/Tattoos/Marks _____
Merchandise Purchased: _____
Cash Back? Yes _____ No _____ Amount: _____

Acceptor Information

Name: _____
Home Mailing Address: _____
Home Physical Address: _____
Home Phone: _____ Work Phone: _____
Date of Birth: _____ Sex: M F Occupation: _____

Please Answer the Following

1. Did the person who accepted the check write the driver's license number on the check and verify photo identification at the time of acceptance? Yes _____ No _____
2. How many times have you sent the check back through the bank? _____

3. What is the amount of your service charge per returned check? _____

4. What identification was taken at the time the check(s) was cashed? _____

5. Did the acceptor witness the check being written? Yes _____ No _____

6. Was the customer alone? Yes _____ No _____

7. Was the vehicle seen? Yes _____ No _____

Vehicle Description: _____

8. Was the check approved by a supervisor? Yes _____ No _____

Supervisor's Name: _____

9. Does the acceptor know the person who signed the check? Yes _____ No _____

10. Reason the check was returned:

Account Closed _____ Non-Sufficient Funds _____ Forgery _____ Refer to Maker _____

11. Describe in detail what you have done to attempt collection of this check (attach documentation): _____

12. Any Additional Information or Facts? _____

Date of Report: _____ Person Reporting: _____

Signature: _____ Title: _____

Note: Any restitution received will be paid to your business through the court system.

INVESTIGATION OF CHECKS INSUFFICIENT FUNDS AND ACCOUNT CLOSED

Acceptor Must:

1. Require proper identification.
Proper Identification is an official state issued drivers license, pictured state identification, or an official pictured identification issued by another government/public agency containing:
 - a. Date of Birth
 - b. Driver's license/document number or social security number
 - c. Address
 - d. State of issue and/or issuing entity
 - e. Physical description
 - f. Picture
2. Verify photo I.D.
3. Record on the check in question:
 - a. Social Security Number/Driver's License Number and Date of Birth
 - b. Type of proper identification accepted and name of issuing state or agency
 - c. Name as it appears on license or identification
 - d. Acceptor's identifying mark

Merchant/Victim Must:

1. Want to prosecute the offender criminally. **(The Prosecuting Attorney's Office and Police Department cannot be used as collection agencies)**
2. Attempt to collect on the insufficient funds or account closed check by certified letter.
 - a. Do not threaten criminal prosecution
 - b. Do not agree to installment payments. If you are demanding payment, demand full payment at one time
3. Submit the original document in person. (A representative with authority to report the alleged crime for the victim/merchant may submit the original document in question)
4. Complete a **Fictitious Check Report**.
5. Submit documents (Fictitious Check Report, original check, proof of attempt to collect) within 45 days of offense.

The Police Department will accept checks for investigation if:

1. The acceptor and the merchant have fulfilled their responsibility
2. Available information can establish intent to defraud
3. The victim is willing to pay the costs of prosecution on out of state checks
4. The check in question is not a two party check, a check written for rent, labor or payment on an existing contract
5. There has been no agreement with suspect or payer of an insufficient funds check or closed account check to hold, post date or allow for partial payment of the check in question