



BAD CHECK INFORMATION SHEET

ROCK ISLAND COUNTY

STATE'S ATTORNEY'S OFFICE

Bad checks in the amount of \$500 or more (or a series of checks written within a 90 day period and totaling \$500 or more) accepted in accordance with the Rock Island County Check Acceptance Protocol (see reverse) will be investigated by law enforcement to determine eligibility for criminal prosecution.

Bad checks in an amount below \$500 may be pursued in civil court by the merchant.

For more information: <http://www.rockislandcounty.org/StatesAttorney/VictimsServices/>

Step 1
Confirm Eligibility

The following scenarios are ineligible for consideration of criminal prosecution:

- *The person who accepted the check did not verify the check-writer's ID and compare the photo on ID to the person writing the check
- *Two-party checks
- *Partially re-paid checks
- *Payroll, rent, or credit card checks
- *Post/pre dated or altered checks
- *Checks you agreed to hold before depositing
- *Checks passed outside of Rock Island County
- *Checks which are repayment of loan or civil contract agreement

Step 2
Victim Information

Victim/Merchant Name: _____

Contact Name: _____ Title: _____

Victim Contact Information: (Required) Email: _____

Phone: (____) _____ Fax: (____) _____

- Email and/or fax are required

Address: _____ City: _____ State: _____ Zip Code: _____

Step 3
Check Writer Information

Check Writer's Name: _____

Address: _____ Apt: _____

City: _____ State: _____ Zip Code: _____

Home Phone: (____) _____ Other Phone: (____) _____

Driver's License # / State ID #: _____

State: _____ Date of Birth: ____/____/____

Other ID: (if applicable) _____

A written demand for payment must be sent to the check-writer using certified, first-class mail. If no attempt has been made, the check is not eligible for prosecution.

Step 4
Check Information

<u>Ck. No.</u>	<u>Date Passed</u>	<u>\$ Amount</u>	<u>Name of person accepting check</u>	<u>Can person ID check writer?</u>
_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

Address where check was accepted (if different than above in Step 2): _____ (Required)

City: _____ State: _____ Zip Code: _____

Step 5
Victim Verification

- If a check-writer presents direct payment, **I will not accept payment until I speak with the investigating law enforcement agency to verify that criminal charges have not been filed (we request that you not accept payment if criminal charges have been filed).**
- If this Bad Check Information Sheet is not completed in its entirety, this case may be delayed or prevented from moving forward for prosecution review.
- I attest that I have sent a written demand for payment to the check-writer using certified, first-class mail.
- I have reviewed the instructions, and hereby affirm and attest under penalty of perjury that all information provided herein is true to the best of my knowledge.

Sign & date → X _____

Signature of Person Filing (Required) Print Name of Person Filing Date Filed

Staple original or bank generated substitute check here

Rock Island County Check Acceptance and Follow-up Protocol

Checks received in an amount less than \$500 shall be up to the merchant to pursue for collection in civil court. Checks received that are \$500 or more, or a series of checks written within a 90-day period amounting to \$500 or more, will be investigated by law enforcement provided the following check-acceptance procedures were followed (♦) at the time of check acceptance and (●) follow-up actions were taken:

- ♦ Verify the check-writer's identity at the time the check is written by checking their *valid* driver's license or identification card *comparing* the picture on the ID to the check-writer.
- ♦ Verify that preprinted driver's license or state photo identification number on the check is correct and if not, write the information on the check in ink.
- ♦ Verify the check-writer's current address and phone even if the information is preprinted on the check and note any changes in ink on the check. If the address listed is a Post Office box, write the actual street address on the check.
- ♦ If the check is written from a company or joint account, verify the spelling of the check-writer's signature on the check if unclear and make any necessary notations in ink on the check.
- ♦ The person accepting the check documented their initials or employee number in ink on the check.

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- A written demand for payment was sent to the check-writer at their last known address using certified, first-class mail.
- If a video of the transaction was recorded, the video was preserved.

Reporting to Law Enforcement Instructions for Checks \$500 or More

1. Preserve any surveillance video or photos showing the bad-check transaction (also helpful would be surveillance video or photos of the vehicle the check-writer used, however vehicle video is not required).
2. Complete the Bad Check Information Sheet (form may be downloaded from <http://www.rockislandcounty.org/StatesAttorney/VictimsServices/>).
3. Affix a copy of the bank's notice of non-payment and image of the bad check (front and back) to this completed form (keep a copy for your records).
4. Contact your local law enforcement agency to file a police report.
5. **If a check writer wishes to make direct payment for the bad-check after you have filed a police report, contact the law enforcement agency overseeing the investigation to verify that charges have not yet been filed. WE REQUEST THAT YOU NOT ACCEPT PAYMENT IF CRIMINAL CHARGES HAVE BEEN FILED.**

If you received a bad check under \$500, you may pursue collection through civil court.

Check Acceptance Tips

1. For larger check amounts, you may want to consider not releasing the purchased item until the check clears.
2. Do not accept pre- or post-dated checks.
3. Do not accept a previously-signed check.
4. Do not accept two-party checks.
5. Do not accept checks with a number below 250.
6. Do not accept starter checks from newly-opened bank accounts where no account information or name is printed on the check.
7. Do not accept checks from anyone who has previously written you a bad check.
8. Do not cash checks.