

## GENERAL INFORMATION ON BAD CHECKS

1. Attach original bad check to this completed form and bring to this office immediately after payment is refused by your bank. The reason your bank refused to honor the check must be stated on the check.
2. The person who accepts the check should put his/her initials on the check. All checks should be signed in your or your employees' presence. The person who accepts the check must be able to identify the writer.
3. The social security number and/or driver's license number of the writer is required. Verification by photo ID is recommended.
4. Restitution will be paid to you by this office, or will be paid to you by the Court if the defendant is ordered to do so. Likewise, up to a \$20.00 service charge will be paid to you with restitution for each bad check.
5. **DO NOT** accept any payment on a check you have referred to this office.
6. We will **NOT** prosecute checks in the following situations absent unusual facts:
  - a. The writer cannot be identified;
  - b. Social security no. or driver's license no. is not obtained;
  - c. Checks are either undated or post-dated;
  - d. You agreed to hold the check or accepted payment toward the check;
  - e. Two-party checks;
  - f. Checks on out of state banks;
  - g. Checks marked "uncollected funds" or "refer to maker".

Please contact this office if you have any questions.

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