

WINTER HARBOR POLICE DEPARTMENT

P. O. BOX 98

Winter Harbor, Maine 04693-0098

Tel. (207) 963-2235 Fax 2140

Bad Check Checklist

Please help us to determine whether we can prosecute this matter by answering the following questions:

A. - Information About The Parties

1. Defendant's (person who passed the check) name and address:

2. Complainant's name, address and phone number:

Name of Store: _____

Store Owner: _____

B. - Information About the Check

3. Bank on which the check was drawn _____

4. Number of check _____

5. Amount of check _____

6. Reason bank dishonored check _____

7. Location of original check _____

7a. Date on which check was desposited in bank _____

C. - Information About the Transaction

8. Date on which the check was passed _____

9. Name, address and phone number of person who took the check

10. Can person named in #3 identify the defendant? _____

11. Name, Address and telephone number of others at the store who saw and can identify the defendant (other clerks, manager, owner)

12. Description of defendant's person and clothing

13. What items did defendant purchase with the check?

14. Was anyone accompanying defendant? _____

If so who? _____

15. Describe conversation between defendant and store's personnel

16. What identification did defendant display?

17. Did defendant fill out, sign, and/or endorse the check in clerk's or manager's presence?

18. Describe all conversation or correspondence between defendant and store personnel regarding this incident

19. Are you aware of other bad checks from this defendant? _____

Where and when? _____

Date: _____

Name: _____

Address: _____

Dear _____,

Enclosed please find a Notice of Dishonor regarding the check described. Negotiating a worthless instrument is a crime punishable by imprisonment or fine, or both, as provided by Title 17-A, Section 708(4) of the Maine Revised Statutes, stating "A person is guilty of negotiating a worthless instrument if he or she intentionally issues or negotiates a negotiable instrument knowing that it will not be honored by the maker or drawee."

You are further advised that your failure to make good on the described check within five (5) days after receipt of the enclosed Notice of Dishonor raises a presumption that you knew the check would not be honored at the time you issued or negotiated it.

If you do not make good on the described check within five (5) days after receipt of the Notice of Dishonor, you may be referred to the Winter Harbor Police Department for possible prosecution.

Very truly yours,

(Signature of Holder of Check)

(Name of Business and Address)

Date: _____

Name: _____

Address: _____

Re: Notice of Dishonor by non-acceptance of check no. _____,

by _____ on _____
(Name of Writer of Check) (Date of Check)

drawn on the _____ of _____
(Name of Bank) (Address of Bank)

to pay _____ to the holder of _____
(Amount) (Your name or business)

was presented to the _____ for payment.
(Name of Bank)

The said _____ refused to accept said

bank check no. _____ by reason of Lack of Sufficient

Funds/Closed Account/No Account. (Delete those reasons which do not apply).

(Signature of Holder of Check)

(Name of Business and Address)
