



BAD CHECK CRIME REPORT

8/14/07

DUBUQUE COUNTY ATTORNEY

RALPH R. POTTER

Bad Check Program Address:

P.O. Box 1777
Dubuque, IA 52004-1777

Bad Check Program Contact:

(888) 440-1812 - Merchant Hotline
(888) 613-6398 - Check Writer Hotline
(Please refer check writer to the "check writer" hotline)

For more information: checkprogram.com/dubuquecounty

Step 1

1
Confirm Eligibility

The following types of checks are ineligible for the program:

- *Two-party checks
- *Partially re-paid checks
- *Fraudulent or stamped lost/stolen/forged
- *Payroll or credit card checks
- *Post/pre dated or altered checks
- *Checks you agreed to hold before depositing
- *Checks passed outside of your county
- *Checks which are repayment of loan or civil contract agreement

Step 2

2
Victim Information

Victim/Merchant Name: _____

Contact Name: _____ Title: _____

Victim Contact Information: (Required) Email: _____

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

- Email and/or fax are required for acknowledgement receipt of check and/or Program communication

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

A \$30 per check fee is automatically added to restitution: as long as a notice of the service charge was conspicuously displayed or stated in your written notice to the check writer.

Is a notice of a service charge conspicuously displayed on your premises or stated in your notice? Yes No

If you were charged service fees less than \$30, you may recover those total fees. Fill in amount here \$ _____.

Step 3

3
Check Writer Information

Check Writer's Name: _____

Address: _____ Apt: _____

City: _____ State: _____ Zip Code: _____

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

Photo ID- Drivers License, Military or State ID

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

Other ID: (if applicable) _____

No ID recorded, please state reason _____.

A written notice must be sent to check writer via U/S Certified Mail (return receipt requested), allowing ten days for payment to recover the bad check(s) in question. (See statutory notice on back.)

Step 4

4
Check Information

<u>Ck. No.</u>	<u>Date Passed</u>	<u>\$ Amount</u>	<u>Name of person accepting check</u> <i>(if no longer employed please list manager)</i>	<u>Can person ID check writer?</u>
_____	_____	_____	_____	<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: _____

Have you filed this check(s) with a debt collection agency or other debt collector? Yes No

Name of debt collection agency: _____ Phone: (____) _____

Step 5

5
Victim Verification

- I will not accept direct payment from the check writer after filing this report with the Program. Please refer check writer to (888) 613-6398.
- I understand that the check writer has the option to dispute this claim in writing with the Bad Check Program.
- If this crime report is not completely filled out it will prevent or delay this case from moving forward for prosecution review.
- I attest that I have sent notice to the check writer and after 10 days it remains unpaid.
- I have reviewed the filing instructions, I hereby affirm and attest under penalty of perjury, that all information provided on this crime report is true to the best of my knowledge.

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

Additional crime reports are available at: checkprogram.com/dubuquecounty

Staple original or bank-generated substitute check here

Sample "Statutory Notice"

Date

Dear Check Writer:

You are hereby notified that a check numbered _____ in the face amount of \$ _____, issued by you on _____ drawn upon _____ bank, and payable to _____, has been dishonored. Pursuant to Iowa law, you have 10 days from receipt of this notice to tender payment of the full amount of such check plus a service charge not to exceed \$30, the total amount due being \$ _____.

Unless this amount is paid in full within the time specified above, the holder of such check may turn over the dishonored check and all other available information relating to this incident to the Dubuque County Attorney for criminal prosecution.

Closing,

Your name/address

Bad Check Program Information

As a victim of a bad check you may file this report with the Dubuque County Attorney, provided there is sufficient information, and that the check meets all eligibility guidelines. The Dubuque County Attorney's Office will seek full restitution for victims whenever possible; however, please keep in mind that the Bad Check Restitution Program can make no recovery guarantees. By submitting the check to the program you surrender control of the check to criminal process and forego the opportunity to pursue civil debt collections.

Check writers are encouraged to make payments in full. Should a partial payment be received, the payment will be allocated between the victim and the Bad Check Program. "Restitution" refers to the face value of all checks listed on this report.

A check will be deemed ineligible and returned to you to pursue a civil remedy, if a filed check is later determined to be:

- A stop payment check where the issuer acted in good faith and with reasonable cause in stopping payment,
- A check issued by someone not competent or of legal age,
- A check dishonored due to bank error or failure to notify the check writer of bank adjustment of a check,
- A check issued to pay an obligation arising from an illegal transaction.

What to do after my crime report is filed with the Program

- Please **do not** accept direct payments from check writers. Should the check writer contact you to make payment, refer them to the Check Writer Hotline at (888) 613-6398.
- You may contact Merchant Care for case updates at (888) 440-1812 or dubuqueia@checkprogram.com at anytime.
- Please allow a minimum of 90 days to pursue restitution.
- If the check writer does not comply with the Program, the case may be reviewed for possible criminal prosecution.
- If we are unable to recover restitution and/or the check is not "eligible" for prosecution, you may request the check(s) be returned to pursue a civil remedy.

Filing Instructions

1. Fill out Report Completely.
2. Attach checks and all supporting documents such as CERTIFIED MAIL RETURN RECEIPT OR UNDELIVERED LETTER, COPY OF "STATUTORY NOTICE."
3. Mail Bad Check Crime Report and all other correspondence to:
Dubuque County Bad Check Restitution Program
P.O. Box 1777, Dubuque, IA 52004-1777
4. Once a report has been filed: ALL restitution payments must be coordinated by the County Attorney's Office. Should the check writer contact you to make payment, direct them to the Bad Check Restitution Program at (888) 613-6398.
DO NOT ACCEPT PAYMENT DIRECTLY FROM CHECKWRITER.