



Fox Valley Metro

COMBINED VILLAGES OF KIMBERLY AND LITTLE CHUTE
POLICE DEPARTMENT • 200 W. McKinley Avenue • Little Chute, Wisconsin 54140
Phone (920) 788-7505 • www.foxvalleymetro.org

WORTHLESS CHECK INFORMATION SHEET

Complainant: (Company/Merchant w/Worthless Check)

Accused Information:

Name/Title: _____

Person Signing Check: _____

D.O.B: _____

D.O.B.: _____

Business Phone #: _____

Phone: _____

Address: _____

Address: _____

Check Info:

Accused Personally Cash Check? (Yes / No)

Payable to: _____

Driver's License OR Wisconsin ID & D.O.B. used? (Yes / No)

Amount: _____

License# _____

Date Cashed: _____

When identified, were height, weight and other features
Compared with identification? (Yes / No)

Bank: _____

When identified, was signature on check compared
With identification? (Yes / No)

1st Presented to Bank: _____

Has accused made a payment on Check? (Yes / No)

How Often: _____

If yes what amount? _____

Refusal: _____

Person accepting check:

(NSF, Account Closed, No Account)

Post Dated? (Yes / No)

Name.: _____

D.O.B.: _____

What merchandise did you give in exchange for the
Check? _____

Position: _____

Home Address: _____

Check in Payment of Account/Debt? (Yes / No)

Phone _____

What collection attempts have been made? _____

Know accused personally? (Yes / No)

Remember what accused looks like? (Yes / No)

Agree to hold check before presenting to Bank? (Yes / No)

How Long? _____

PLEASE INCLUDE THE ORIGINAL CHECK AND DOCUMENTATION THAT THE PERSON ISSUING THE CHECK WAS NOTIFIED, AT LEAST ONCE, OF ITS RETURN BY THE BANK UNPAID. THE UNDERSIGNED AGREES TO COOPERATE FULLY WITH THIS INVESTIGATION AND WILL NOT ACCEPT PAYMENT AFTER A CRIMINAL COMPLAINT HAS BEEN FILED WITHOUT THE CONSENT OF THE INVESTIGATING OFFICER.

Signature & Title

Date

Business Name

SAMPLE LETTER TO PERSON ISSUING WORTHLESS CHECK

Date:

To:

On (date), we cashed for you a check payable to (store name), in the amount of \$(amount) drawn on the (bank name) of (city of bank). This check was returned to us with the notation (NSF, Account Closed or No Account). We would like to remind you that Wisconsin Statute §943.24 makes it a crime to issue a worthless check.

You are hereby requested to make full restitution in the amount of \$(amount) which includes a \$(your fee) service fee per check to cover the costs of processing. Failure to resolve this matter within the five(5) day period will result in this check being turned over to the proper authorities. Payment may be made at the store and must be in the form of cash or a money order.

Sincerely,

Name

POLICY ON WORTHLESS CHECKS

WHAT WE NEED FROM YOU, THE MERCHANT

- The check must be for an amount of \$100.00 or above.
 - The original worthless check less than 30 days old with Financial Institution Stamp.
 - Worthless Check Information Sheet-Filled out completely
 - A copy of the letter sent to the check writer requesting payment along with the Certified Envelope with sticker or green certified mail receipt card.
1. The Fox Valley Metro Police Department will only accept checks which were returned for insufficient funds, closed accounts, no account, or forgery. The police department will not accept checks for partial payment, checks issued for past consideration, post dated checks, or third party checks. By law these are not worthless checks.
 2. Businesses must keep a file on those people who have presented their business with checks which were dishonored. This will apply to any checks presented by any individual for a one year period from the notice of the first dishonored check.
 3. A certified letter with return-receipt requested must be mailed to the person who wrote the check requesting payment. The letter should be similar in content to the letter that is found on our web page.
 4. If restitution is not made to you in the time period specified in your above-mentioned letter, bring the check, a copy of the letter, the return receipt from the Post Office and a completed Worthless Check Information sheet to the Fox Valley Metro Police Department within 30 days from the date the check was written. You can get a copy of The Worthless Check Information sheet on our web page or at the police department.
 5. The Worthless Check Information sheet is needed for preparing a criminal complaint. Incomplete forms will be returned and no investigation will be started until it is completed.
 6. Do not accept partial restitution from the check writer. If the person is present in the store and you have any questions regarding accepting restitution, please call the Fox Valley Metro Police Department at (920)788-7505.

The information employees obtain or fail to obtain at the time of accepting a check usually determines if we can successfully investigate and prosecute the individual who wrote the worthless check. Please share this information with current and new employees. Here are some tips to lower your risk and losses:

1. Make sure the person presenting the check has a Wisconsin Photo Driver's license and/or Wisconsin Photo Identification Card and the license number matches the number on the check. Insure that the check has a full name, including middle initial and their date of birth.

2. If the check is drawn on a joint account, indicate who wrote the check and which driver's license number is theirs or get the driver's license number, along with full name, middle initial and date of birth.
3. For checks drawn on a business account, you must positively identify the check writer with full name, middle initial, date of birth and driver license number.
4. In order to successfully investigate a person for issuing a worthless check, the person who accepted the worthless check must be able to identify the check and the individual cashing said check. Insist that your employees, when accepting a check, put their initials on the check after recording the driver's license or Wisconsin I.D. Card number and date of birth on the check and comparing the writer's description and signature with such identification. The identification number is necessary to assure that the correct individual is charged.
5. If someone presents a check to you utilizing an out-of-state driver's license and you accept that check, we must have the individual's full first name, full middle name, date of birth and the state the driver's license is issued from. **Accept out-of state checks at your own risk.** Extradition is not pursued in misdemeanor worthless checks due to the high expense to taxpayers.

Before filing a criminal complaint or if you do not meet the criteria, please consider recovery under the civil procedure established under Wisconsin State Statute 943.245. The civil procedure allows for the recovery of the face value of the check, actual damages and exemplary damages and attorney's fees. You can find a copy of State Statute 943.245 (Worthless checks; civil liability) on our web page.

This information is only meant to be a guide to assist your policy on what checks you should or shouldn't accept. However, if you follow the guidelines we have laid out, you will reduce your losses from worthless checks. I hope you find this information helpful and it reduces your losses. Should you have any questions please contact the Fox Valley Metro Police Department.