

## **BAD CHECK COMPLAINT PACKET**

This packet is for when a check is returned to you from the bank marked with either of the following:

- **Account Closed**
- **Insufficient Funds**

Should you have a returned check from the bank that has a stamp with any of the above information, you have the right to file a police report and prosecute. There are some requirements you must complete prior to making your report.

1. You must be able to positively identify the person presenting the check. This can be done by viewing a photograph Michigan Operators License or Michigan State Identification card, in some instances, you may personally know the presenter.
2. You are required by law to send the person who presented the check a certified letter requesting payment for said check. Attached to this packet is the Notice of Bad Check form. Simply fill out the form and send it to the check writer by certified mail.
3. The check passer is allowed 5 days to respond to the letter. If the person fails to respond, you have completed your requirement for this step.
4. Next , fill out a Bad Check Complaint Sheet for each returned check, and attached the following items to the complaint sheet:
  - The original check, or original copy of the check
  - Copy of the letter you sent
  - The receipt from the post office of the letter you sent
5. Bring the Bad Check Complaint Sheet and attached above items to the East Jordan Police Department, or contact an officer to come and pick them up.

If you need any additional forms that are attached to this packet , you may pick them up at the East Jordan Police Department , or you may contact the East Jordan Police Department and have an officer bring them to you.

If you have any questions regarding Bad Checks please feel free to contact the East Jordan Police Department and an officer will assist you.

Attached:

- Bad Check Notice
- Bad Check Complaint Sheet