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CITY OF MONROE, OHIO POLICE DEPARTMENT BAD CHECK PROCEDURE

1. **You need to be able to positively identify the check writer.** The best way to accomplish this is to ask for valid picture identification, compare the picture to the check writer, and then write their license number on the top of the check.
2. **The check must be submitted through your financial institution and stamped by the financial institution as a bad check.** For example: insufficient funds, account closed, etc. There are no exceptions to this and a letter from the financial institution stating that the check is bad is not valid for filing criminal charges.
3. **You must then contact the check writer by means of a registered, certified letter and demand payment for the bad check. A form letter you can fill out is attached to this form.**
 - Completely fill out the form letter, make a copy of it for your records, and send it certified mail, return receipt requested to the person and address listed on the return check. **You must then give the check writer 10 days from receipt of the certified letter to make good on the check.** If the check writer does not accept the certified letter, or had moved to another address and the certified letter is returned to you, then is the same as if they received the letter and charges may be pursued.
4. **After all the above steps are completed you then need to file a police report with the Monroe Police Department. You will need to bring with you a copy of the bad check, certified letter, and return receipt for the certified letter.** You will then be referred to the proper court jurisdiction in order to file criminal charges for passing a bad check, or your case will be referred to the Detective Section.

Date _____

To: _____

From: _____

Dear _____,

On _____, 20____, you presented a check # _____ in the amount of

\$ _____ to _____ for the purchase of

_____. The check was returned by your

financial institution for the following reason _____.

This letter is your official notification that your check was dishonored and to demand payment for the returned check, plus any applicable return check fees immediately. If you do not make contact to attempt to resolve this check **within 10 days** from the date of this letter, criminal charges will be sought under Ohio Revised Code Section 2913.11 and an arrest warrant may be issued for you arrest. You may contact me at the following phone number and/or address below within 10 days of this letter.

Sincerely,

