

DIRECTIONS TO MERCHANT: If you have mailed the check writer the MAILED CERTIFIED notice letter and have not received a response after ten days:

(1) Fill out one complaint sheet for each check received.

ATTACH A COPY OF THE CHECK (Front and back) AND NOTICE LETTER w/ CERTIFIED MAIL

(2) You may mail the completed paperwork to the Sanilac County Sheriff's Office:

ATTN: Detective Bureau/BAD CHECKS 65N. Elk St., Sandusky, MI 48471

OR You can fax the information to 810-648-5162 – ATTN: Detective Bureau/BAD CHECKS on the cover sheet.

(3) Drop the completed forms and check at the Records Division of the Sanilac County Sheriff's Office (northwest corner of building w/ split rail fence)

PLEASE REMEMBER TO FILL OUT FORMS COMPLETELY. FAILURE TO DO SO WILL RESULT WITH NO ACTION BEING TAKEN FOR PROSECUTION AND NO RECOVERY OF YOUR FUNDS.

SANILAC COUNTY SHERIFF'S OFFICE PROSECUTOR'S CHECK COMPLAINT SHEET

Check Number: _____ Check Amount: _____ Date Issued: _____	
Bad Check Fee Amount (if any): _____ Total Owed: _____	
Check Writers Name (Person who SIGNED check): _____	
Name of person who accepted the check: _____	
Business Name and Address: _____	E-Mail: _____ (Optional Contact Use)
Address where check passed: Same as above Other: _____	
Business Phone: _____	
How did you receive this check? In Person By Mail By ATM Other: _____	
Did you record the check writers Drivers License Number or Michigan ID number? Yes No If yes, what is the number? _____	
Is it your normal practice to compare identification containing a photograph with the check writer standing in front of you? Yes No	
Do you personally know the check writer? Yes No	
Could you identify the check writer in a photo lineup or in court? Yes No	
Do you have any additional information that would identify or locate the check writer (Social SecurityNumber, security tape, physical description, car license number, phone number, etc, use back if needed)? _____	

Witness Signature (If possible who accepted check)

Date

On what date did you send the bad check writer the 5-day notice by Certified Mail?

Was Service:	Accepted	Unclaimed	Undeliverable	Other
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At the time the check was accepted, were any of the following true:

Was the Check Postdated?	Yes	No
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Check was a "Two Party"?	Yes	No
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Check was for payment on account?	Yes	No
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Reciever was asked to hold check?	Yes	No
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