

## **PROCEDURE FOR HANDLING INSUFFICIENT FUND CHECKS**

OHIO LAW ALLOWS AN INDIVIDUAL TEN (10) DAYS TO MAKE RESTITUTION  
ON AN INSUFFICIENT FUND CHECK.

1. A certified letter with return receipt must be mailed to the individual stipulating a period of ten (10) days in which full restitution must be made. Inform the person that after that time legal action may be taken. Allow an extra two (2) days for mailing.
2. Thereafter, if full restitution is not made bring the following items to the prosecutor's office:
  - A copy of the letter that you sent
  - The return receipt from the post office
  - The original check
3. At the prosecutor's office, fill out the check reporting form and submit all of the documents with this form. The prosecutor's office will record this report and further investigate your complaint.
4. If an arrest warrant is to be issued, you as the complainant will be contacted to sign the warrant under oath. The police department cannot act as a collection agency; we can only assist you in bringing the individual who passed the bad check before the court.

NOTE: IF PARTIAL PAYMENT IS ACCEPTED BY YOU FROM THE INDIVIDUAL PASSING THE BAD CHECK,  
A CRIMINAL COMPLAINT MAY NO LONGER BE CONSIDERED BY THE PROSECUTOR'S OFFICE.

# CHECK REPORTING FORM

Euclid Police Department

Complaint #: \_\_\_\_\_

<b>Person Reporting</b>		<b>Address</b>		<b>City</b>		<b>Zip</b>	
<b>Business Name</b>		<b>Business Address</b>		<b>Business Phone</b>		<b>Home Phone</b>	
<b>Type of Check (select one)</b>							
Payroll Check <input type="checkbox"/>		Personal Check <input type="checkbox"/>		Money Order <input type="checkbox"/>		Other <input type="checkbox"/>	
Date Check Received:				Received By:			
<b>Reason Check Refused Payment (select one)</b>							
Insufficient Funds <input type="checkbox"/>		Closed Account <input type="checkbox"/>		Stolen Check <input type="checkbox"/>		Other <input type="checkbox"/>	
If check was refused payment for insufficient funds, was a letter sent to the account holder notifying them of the check being refused? If so, what date was the letter sent?							
Date Letter sent:							
<b>Amount of Check</b>		<b>Date on Check</b>		<b>Account Number</b>		<b>Bank Name/Branch</b>	
<b>Signature on Face of Check</b>		<b>Name of Person Passing Bad Check</b>		<b>Address of Person Passing Bad Check</b>			
<b>Sex</b>	<b>Race</b>	<b>Age</b>	<b>Height</b>	<b>Weight</b>	<b>Hair</b>	<b>Eyes</b>	
Have any efforts been made to contact the check passer and collect what is owed on this check?				YES <input type="checkbox"/> NO <input type="checkbox"/>			
If yes, have any partial payments been received on this debt?				Partial Amount Received: \$			
<b>Type of identification used by person cashing the check and other details:</b>							
<b>Signature of Person Making the Report</b>				<b>Date</b>			
<b>Officer Receiving Report</b>				<b>Date</b>			