

NOTICE OF BAD CHECK

INSTRUCTIONS: Fill out the **Notice of Bad Check** form (page 1) in duplicate. Send the original to the writer of the bad check by Certified Mail with Return Receipt Requested, and Deliverable to the Addressee Only. After the five-day period has passed, if the check has not been honored and you wish to prosecute, bring the bad check, return receipt, and your copy of the letter along with the Bad Check Information Report (pages 2 & 3) to the City of Plymouth Police Department.

NOTICE OF BAD CHECK

TO: _____

This is to inform you that I am in receipt of a check alleged to have been written by you.

Dated	Made Payable To	Bank Drawn On	Amount
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This check was presented to me in the usual course of business and was returned as unpaid to me from the above said bank marked :

In accordance with Michigan Statutes, you are hereby given five (5) days notice that said check has not been paid. If you have not paid the amount due within five (5) days of receipt of this notice, this shall serve as “evidence of intent to defraud” and a request to the office of the PROSECUTING ATTORNEY, to take criminal action, will be made by me.

Signed: _____

Address: _____

Date: _____



Plymouth Police Bad Check Information Report

Business/ Complainant Information

Name of Business _____

Address where check was passed _____

Contact Person/Home Phone _____

Work Phone _____

Person who accepted check/ Home phone # _____

Home Address _____

Check Information

Bank/Account Number _____

Date of Check _____ Amount _____

Type of purchase _____

Reason check returned _____

If "NSF", dates check was run through and returned "NSF" _____
(must be put through the bank twice)

Information on Check Passer

Passer's Name _____

Address on Check and Identification _____

Michigan Driver's License or ID Number _____

Race/Sex/Description _____

Sources of identification and numbers _____

Photos or thumb print? _____

Witnesses, license plate number or other information _____

Action Taken By Business To Contact Check Passer

Date "Five Day Notice" was sent _____

Information on "Return of Notice" _____

Other attempts to contact and dates/times _____

Any partial payment been made on check? _____

Evidence turned over to Police: _____

Completeness of the information on this form will assist your business and the Plymouth Police Department with the successful prosecution of this case in court. If you have any questions or suggestions, contact the investigating officer of this case at 734-453-1234 ext.219.