

HOT CHECK WORK SHEET

DATE: _____

1. Name & address of Defendant (the person who signed the check).
2. Their description & Driver License Number.
3. Who actually took the check? (Employee's name at business)
4. What is the address & phone number of the person who took the check? (If this person is an employee, use the business address & phone number)
5. Name & address the restitution check should be mailed to.
6. If the check was given to a business establishment, who is the owner and what is the business name? (If different from question No. 5)
7. What was received for or purchased with the check?
8. Was the check signed in either your & your employee's presence?
9. Was the check written in either your or your employee's presence?
10. Was an identification mark placed on the check by the person who took it? How? What? Where?
11. Did you or your employee know the defendant before?
12. Was anything said about holding the check?
13. Reasons why the bank would not honor it?
14. Did you get in touch with the Defendant? How?
15. Has there been any partial payment on this check?
16. Was the check presented in Navarro County, Texas by the defendant, in person?
17. Was the person who signed the check different from the person who brought the check in to pay for the purchase. (Is this a 2-party check?)