

There are three different forms enclosed.

- 1. Worthless Check Information Form (legal size paper)**
This form is used for all filings (NSF and Account Closed).
- 2. Affidavit to prove mailing of first class letter.**
This form is used for NSF filings.
- 3. Demand letter.**
This form is used for NSF filings.

****** All forms can be copied for your use.******

Instructions for filing checks:

Hot checks under \$2499.99 are prosecuted by the County Attorney's Office. Hot checks over \$2500.00 are prosecuted by the District Attorney's Office

NSF checks: For all NSF checks, a demand letter must be sent. This letter, by law, must be sent by way of first class mail. From the day that you send the letter, you must wait 10 business days. Once the 10 days are up, and no payment has been received, then you can file the check in our office. We will need 3 things from you to file the check:

- 1) the check or a legal copy of the check**
- 2) worthless check information form filled out completely and signed at the bottom**
- 3) mail affidavit**

Account Closed checks: For all Account Closed checks, we will need 2 things from you to file the check:

- 1) the check or a legal copy of the check**
- 2) worthless check information form filled out completely and signed at the bottom**

You are NOT required to send a demand letter for this bank stamping.

Please make sure that when checks are taken that the driver's license number is written down by your employees. Without that information, we will not have the identification needed on the check writer; therefore, we will not be able to file the check and would have to return it to your office.

PLEASE NOTE: The only 2 types of checks we can take from a service establishment are the bank stampings of NSF/INSUFFICIENT FUNDS and ACCOUNT CLOSED.