

NOTE: We appreciate getting this information within six months of the date on the check. Please do not hold checks for submission in one big batch.

BAD CHECK QUESTIONNAIRE

Please answer the following questions. You should use **ONE** questionnaire for
EACH CHECK.

1. Is the check written for \$100.00 or more? Yes No
2. Was the check dishonored? Yes No
3. Was the check dishonored because the account was closed or non-sufficient funds? Yes No
4. Was a Notice of Dishonor sent? Yes No
5. Was the Notice of Dishonor sent at least twenty (20) days ago? Yes No
6. Was the Notice of Dishonor sent by certified mail, return receipt requested? Yes No
7. Was the Notice of Dishonor also sent by first class mail with a certificate of mailing on the same day as Item 6? Yes No

8. Do you have all of the following?

- a. The original check Yes No
- b. Copy of Notice of Dishonor Yes No
- c. Return Receipt or envelope marked Returned or Unclaimed Yes No
- d. A certificate of mailing for the Notice of Dishonor sent by first class mail Yes No
- e. A certified mail receipt for the Notice of Dishonor sent by certified mail Yes No

9. Can we prove who wrote the check by photograph, use of picture ID, or by personal ID by clerk? Yes No

10. Is at least \$100 still owing to you on this check? Yes No

11. Was something of value given in exchange for the check?
 Yes No

If so, what? _____

WARNING: FALSE INFORMATION MAY SUBJECT THE AUTHOR TO PROSECUTION.

DATE: _____

Signature & Title

If you answered "yes" to all of the above questions, proceed with the next questionnaire.

If you answered "no" to any of the foregoing questions, stop here.