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## **Bad Check Guidelines & Complaint Form**

*In accordance with 720 ILCS 5/17-1, all of the following are required by a person or entity receiving a check before any criminal proceedings can commence:*

- 1) An attempt to deposit the check must be made on two separate occasions at least seven days apart and you must have evidence of the attempted deposits and the bank's responses/denials of the check.
- 2) A written demand for payment must be sent via certified mail AND by first class mail to the issuer's last known address. *(requirement for civil liability)*
- 3) The issuer of the check (suspect) must be able to be identified.

*If any of the following circumstances exist, this agency will not be able to proceed with a criminal investigation:*

- 1) A "stop payment" request has been ordered by the issuer/issuing bank.
- 2) A check was received via mail or electronic deposit.
- 3) The matter involves a two-party, postdated payroll or an installment loan check.
- 4) If partial payment of ANY kind has been accepted

See reverse side for further requirements

**The following documents must be submitted at the time of the report:**

- A copy of the FRONT AND BACK of the check(s)
- A copy of the payment demand letter, certified mail statement, and response
- Video recording of the transaction (if available)
- This completed form

Transaction Information:

Can the person who accepted the check(s) identify the suspect? [ ] Yes [ ] No

Was the check written or endorsed in the acceptor's presence? [ ] Yes [ ] No

What type of property or service was obtained?

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Please note any additional information available. Include any communication that has taken place with the suspect and any additional efforts you have taken to collect payment.

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