

## 7-Day Worthless Check Notice

Merchants receiving a loss from a passer of a worthless check must do the following:

1. Send a **7-Day Worthless Check Notice** to drawer/writer of the check, by *restricted delivery certified mail*, return receipt requested showing address where delivered, deliver to addressee only. Send the notice to the address as it appears on the check or the last known address. Be sure to keep a copy of the notice/letter sent.
2. Attach the original worthless check and the receipt for certified mail to a copy of the notice. Attach the return receipt – or the undelivered letter – after you receive it.
3. Present the above to the County Attorney for prosecution.

Below is an example of the information to be included in the **Seven-Day Worthless Check Notice**

Date the Notice is sent  
Address of the Merchant  
Address of the writer of the check

The following check has been returned to us worthless and has not been paid:

Check dated: \_\_\_\_\_ Check # \_\_\_\_\_ Amount of Check \$ \_\_\_\_\_

Payable to: \_\_\_\_\_ Service Charge \$ \_\_\_\_\_

Signed: \_\_\_\_\_

Drawn on: \_\_\_\_\_

You must make full payment to avoid criminal liability.

If the amount of the check, plus the above service charge provided by statute has not been paid within seven (7) days, it is presumed that the check was given with intent to defraud, knowing at the time there were no funds or insufficient funds on deposit with the above depository with which to pay the check upon presentation, and you are subject to being charged by the prosecutor with the crime of giving a worthless check.

Legal action will be taken if you do not comply with the terms of this letter.

Signature