

On our website you will find the 9th Circuit Solicitor's Worthless Check Unit Victim/Vendor worksheet. Please complete this worksheet in its entirety.

Helpful Hints when accepting a check:

Question #1 is information about who the worthless check is from

- Get the drivers license number and the state who issued the license
- If the check has a PO Box instead of a street address, get the street address
- Write down the check writer's home and work phone numbers
- On business checks, always write on the check who signed the check
- Always verify that the date on the check, amount of the check and the signature on the check matches the driver's license signature

Question # 2 the date you received the check. For example, if the check was mailed to you, record the date you received the check, not the date on the check

Question # 3 the date you deposited the check

Question # 4 the date you deposited within **10 days**

Question # 5 which county you received the check in

Question # 6 did you or your agent believe the check was good when you received it

Question # 7 was the check postdated or was it held prior to depositing

Helpful Hint: If you try to cash the check at the bank it was written on and there were no funds available, ask the bank to give you a written statement that the funds are not available

Once you answer all 7 questions and complete the bottom section, staple the original check to the Worksheet and mail to our office.

The Worthless Check Program is a **FREE** service to you. All program cost are paid by the check writer. In the event that you decide to withdraw a check from the program, you may be responsible for the fees normally charged to the check writer. Those fees are at least \$91.00.

If you have any questions, please feel free to call our office or email.

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