

DIRECTIONS TO MERCHANT: IF YOU HAVE MAILED THE CHECK WRITER THE NOTICE LETTER AND HAVE NOT RECEIVED A RESPONSE AFTER TEN DAYS:

(1) FILL OUT ONE COMPLAINT SHEET FOR EACH CHECK RECEIVED.

ATTACH A COPY OF THE CHECK AND NOTICE LETTER

(2) MAIL OR FAX THE REQUESTED ITEMS TO:

EATON COUNTY PROSECUTOR'S OFFICE, ECONOMIC CRIMES UNIT
5330 W. SAGINAW HWY., LANSING, MI 48917; FAX: (517) 703-0661

(3) KEEP THE ORIGINAL CHECK AND ANY OTHER ITEMS FOR NINETY DAYS.

(4) PLEASE DO NOT ACCEPT ANY MONEY REGARDING THE CHECK WITHOUT FIRST CONTACTING THE ECONOMIC CRIME UNIT.
DOING SO MAY PREVENT FULL RECOVERY OR PROSECUTION.

ADDITIONAL COPIES OF THIS FORM CAN BE OBTAINED FROM THE ECONOMIC CRIME UNIT BY CALLING (517) 703-0572 OR ONLINE AT WWW.PROSECUTINGATTORNEY.INFO.

ECONOMIC CRIMES UNIT
EATON COUNTY PROSECUTOR'S OFFICE
CHECK COMPLAINT SHEET

Check Number:	Check Amount:	Date Issued:
Bad Check Fee Amount (if any):		Total Owed:
Check Writers Name (Person who SIGNED check):		
Name of person who accepted the check:		
Business Name and Address:		
Address where check passed: <input type="checkbox"/> Same as above <input type="checkbox"/> Other:		
Business Phone:		
How did you receive this check? <input type="checkbox"/> In Person <input type="checkbox"/> By Mail <input type="checkbox"/> By ATM <input type="checkbox"/> Other:		
Did you record the check writers Drivers License Number or Michigan ID number? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what is the number?		
Is it your normal practice to compare identification containing a photograph with the check writer standing in front of you? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you personally know the check writer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Could you identify the check writer in a photo lineup or in court? <input type="checkbox"/> Yes <input type="checkbox"/> No		
On what date did you send the bad check writer the 5-day notice?		
Do you have any additional information that would identify or locate the check writer (Social Security Number, security tape, physical description, car license number, phone number etc., use back if needed)?		

Witness Signature (If possible, person who accepted check)

Date