

LAKE DELTON POLICE DEPARTMENT

WORTHLESS CHECK PROCEDURES

It is the intent of the Lake Delton Police Department to assist individuals and businesses who have been victimized by the writers of worthless checks. The Department accepts worthless checks for criminal investigation and prosecution but does not become involved in the processing of non-criminal worthless check cases, **the collection of victim's processing fees or the collection of debts.**

The Department only accepts worthless checks when they are accompanied by a completed original of this form. Any check that is found to not be prosecutable will be returned to the victim so that civil action or other collection procedures may begin.

REQUIREMENTS:

1. The check was received in the Village of Lake Delton
2. The check was not post-dated.
3. The check was made payable to the victim (not a two-party check).
4. The check was written for more than \$20.00
5. No partial payment has been accepted.
6. The check was not for past consideration (i.e. payment on an account)
7. The check was presented for payment,
 - a. and was returned marked "ACCOUNT CLOSED" or
 - b. was returned marked "NON-SUFFICIENT FUNDS" and the victim has given notice of non-payment to the writer by regular mail to the last-known address or the address provided on the check or in person, and the amount of the check was not paid within 5 days after receiving notice. (*Certified mail is no longer required by state statute*)

SUBMITTAL CHECKLIST

In order for the Lake Delton Police Department to accept your worthless check for prosecution you must submit the following items:

1. An original of the Worthless Check Information form (attached) with all applicable sections completed.
2. The original check.
3. If the check is marked "NSF", include a copy of the demand for payment letter containing date of mailing.
4. A written statement describing how the passer of the check was identified, if by other than a photo Driver's License or State Photo Identification Card.

Completed forms and all other documentation may be mailed or delivered in person to the Lake Delton Police Department, 50 Wisconsin Dells Pkwy S, PO Box 510, Lake Delton WI 53940.

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WORTHLESS CHECK INFORMATION FORM

Name of Business/Victim _____

Address _____ Phone _____

* Business/Victim's Bank Name _____

* Name of person accepting check _____

* Can he/she identify the check writer? YES NO

* Form of ID used: [] Picture Identification Card – ID Number _____

[] Knows Personally [] Other _____

Name of person who signed check _____

Address _____ Phone _____

Amount of Check \$ _____ Dated _____ Check Number _____

Check returned due to: [] Non-sufficient funds [] Account closed

* Was the check given in payment of an account (credit extended) or past debt? YES NO

* Was the check post-dated? YES NO

What did the check writer receive in return for the check? _____

* How was the check writer contacted:

Mail? _____ Date _____

Telephone? _____ Date _____

Loss to Business includes:

Check amount \$ _____

Bank Charges \$ _____

TOTAL \$ _____

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE.

Name _____

Signature _____

Date _____

*** Indicates mandatory fields – form will be returned if not completed.**

Police Department Use Only

Date Received _____ Case Number _____