

## **Bad Check Response Report & Checklist**

Your Name:

Name of Business:

Phone #

Address:

Name of person having received the check:

**Type of instrument dishonored:**

Personal Check     Business Check     Other

**Who did you receive the instrument from:**

Drawer (signer)     An endorser     other

**What was the transaction for?**

**Provide the following information if known about the drawer.**

Name:

Date of Birth:

Current address:

Employer:

Home Phone #

Employer Phone #:

**Notice of Dishonor sent (required)? Include copy of letter and return receipt.  
If not, include explanation in statement.**

**Personal contact made with drawer? If so, what were the results? Include date(s) response of the drawer and any other incriminating information, in statement form.**

**A copy (both sides) of the instrument in question must be presented upon complaint along with bank statement of dishonor.**

A written statement from the individual accepting the instrument providing pertinent information such as type of I.D. shown, signed in the presence of, description of individual presenting, statements made and any other pertinent information that will help in locating and prosecuting the individual should be included when filing a complaint.