



HELP US HELP YOU, SOME TIPS TO HELP US SUCCESSFULLY PROSECUTE BAD CHECK WRITERS AND PUT MONEY BACK INTO YOUR BUSINESS!

Have your employees physically look at a photo I.D. on **EVERY** check, even when the I.D. information is preprinted on the check! Your employee should reassure the check writer you are looking at the I.D. for their protection against forgery/theft.

When I.D. is preprinted on the check, confirm it against the I.D. the check writer presents – write “PM” (picture match) on the check if it matches the person writing the check. This is imperative as when we go to trial your employee(s) will have to testify that they did in fact accept the check from the check writer. This enables them to know they cross-checked I.D. and they can truthfully state to the Court they did accept the check.

In addition to “PM”, if no I.D. information is printed on the check, have your employees, **NOT THE CHECK WRITER**, write the check writer’s social security **and** driver’s license number **and** date of birth on the check. Have the employee copy this information from the I.D., not simply write down information verbally given by the check writer.

Also confirm by the person’s I.D. and have the employee write on the check itself, “w/f” (white female), “w/m”, “b/m”, etc. to identify the race and sex of the check writer.

Have all employees initial the checks they accept – they will be needed as witnesses if the case goes to trial and you must be able to identify the employee who accepted the check on the affidavit you complete for our office.

Establish a business policy of not accepting checks without a photo I.D.

PREVENT FORGERIES!! Do not accept the check from anyone other than the person named on the check. Confirm their identity by the photo I.D. It is common for forgers to use checks that belong to someone other than themselves to make purchases. This often goes unnoticed by businesses. Sometimes the forger will claim that he/she is making the purchase on behalf of the check owner. The safe practice is to not accept these types of checks – even where it is a man claiming to pass his wife’s check, etc.

Keep a list of problem check writers posted and easily accessible to your employees and do not accept checks from said person(s). If our office receives bad checks from repeat offenders, we will decline to prosecute the checks.



—] COUNTY ATTORNEY [—
Franklin
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County Attorney

Finally, keep a copy of the notification letter you mailed to the check writer. In addition, keep a written log/record of telephone calls made to the check writer to give them verbal notice of the returned check.

Thank you for taking the time to review these simple steps to help us prosecute the bad check writers in Franklin County. Should you have any further questions, please feel free to contact our office – 785-229-8970 – Monday – Friday, 8:00 a.m. – 12:00 p.m. and 1:00 – 5:00 p.m., excluding holidays.

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