

CITY OF MULVANE

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POLICE DEPARTMENT
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"PROFESSIONAL SERVICE WITH HONOR"

Dear Mulvane Merchants and Businesses,

Reference: Insufficient Funds/Account Closed Checks

The Mulvane Police Department requests your read and follow the steps on the instruction sheet carefully. Make as many copies as you wish.

All paperwork must be completed for a successful prosecution of an Insufficient Funds/Account Closed check case.

If you should have any questions, or if we can be of further service, please do not hesitate to call us.

Sincerely,

David Williams
Chief of Police



"THE CITY OF THE VALLEY"

**MULVANE POLICE DEPARTMENT CHECK INFORMATION FORM AND INSTRUCTION FOR FILLING
AN INSUFFICIENT FUNDS AND/OR ACCOUNT CLOSED CHECK**

1. Send a letter to the person who drew (wrote) the check to the address that appears on the face of the check, if none appears, send the letter to the known address of the check maker. **BRING A COPY OF THE LETTER FOR OUR FILE.** If you believe the check maker could be at two different addresses, it is recommended you send a letter to both addresses.
2. The letter needs to be sent by certified mail, marked restricted delivery to the addressee only (check maker) along with requesting a return receipt.
3. The maker or drawer has seven days after notice is given to pay the holder the amount due along with a service charge not to exceed thirty (30) dollars for each check. Written notice shall be presumed to have been given when deposited as restricted matter in the United States mail, addressed to the person to be given notice at such person's address as it appears on such check.
4. If restitution is not received in the seven days, you should have received the signed USPS receipt or the letter with the receipt attached (undeliverable letter). Have Part I and Part II of the Check Information Form completed by the appropriate employee(S) and contact the police department. Have all of the paperwork in regards to this check available for the officer. If video is available of the transaction please provide a copy.
5. If it is determined there is adequate evidence for criminal prosecution the case will be filed with the appropriate courts.
6. On cases where criminal prosecution is declined, you will be contacted and informed why.
7. Below is an example of the letter that needs to be sent to the check presenter. All information listed must be in your letter.

Date: _____

Dear _____

This is to give you notice that your check, number _____, drawn on _____
_____, account number _____, dated _____, Financial Institution for the amount of
_____, which you issued to us in payment for _____

has been presented by us for payment and has been returned unpaid because of _____.
The amount of the check is still unpaid.

Please be advised that you have seven (7) days from the mailing date of this letter to pay us the amount of this in either cash, money order or cashier's check, plus a service charge of \$_____.

Sincerely,

**MULVANE POLICE DEPARTMENT
CHECK INFORMATION SHEET: PART I**

Part I to be completed by the store employee who processes the worthless check and who attempted or did contact the check presenter for payment of the worthless check, (Please type or print). When responding to the question "Who" on this form the following is needed in this order: First Name, Middle Initial, Last Name, Race, Sex, Age, Date of Birth, Social Security Number, complete mailing address, phone number.

Paid To The Order was made out to: _____

Address: _____ Telephone: () _____

Check Number: _____ Amount check was written for: _____

Bank (and address, phone) check drawn on: _____

If applicable, location of the register or register number: _____

Was restitution made, planned or offered: Yes No

If answered yes, please provide details, including the following: Who; Where; When; How.

After the insufficient fund check was returned was the check presenter contacted: Yes No

If answered yes, please provide details, including the following: Who; Where; When; How.

Is the presenter of the check known on a first name basis and/or a regular customer: Yes No

If answered yes, please provide details.

Check Information Sheet: Part 1, Page 2

Who mailed the letter by certified mail?

Whose signature appears on the certified mail?

Did you accept the check in good faith believing the money was on deposit and the check would clear: Yes No

If answered no, please explain. For example was the check postdated or were you holding it for any reason?

Who deposited the check in the bank?

Who is submitting the check to the Mulvane Police Department?

Any extenuating reason and/or information reference this case that needs to be noted to further assist or justify the prosecution on this check?

**MULVANE POLICE DEPARTMENT
CHECK INFORMATION SHEET: PART II**

Part II to be completed by the store employee that accepted the check, (Please type or print).

Name _____
(First) (Middle) (Last)

Race _____ Sex _____ Age _____ DOB _____ SSN _____

Address _____
(Street) (City) (State) (Zip)

Home Phone () _____ Alternate Phone Number _____

Job Position _____ Time Worked for Current Employer _____

Physical description of check presenter (sex, race, height, weight, color of eyes, hair, hairstyle, complexion, etc.): _____

Describe the clothing worn by the check presenter:

Write out the content of any conversation you had with the check presenter or anything you overheard the check presenter say: _____

Was the check presenter with anyone else? If so, give a brief description of this person(s):

Check Information Sheet: Part II, Page 2

What did the check presenter purchase? _____

Did you request any form of identification: Yes No

If yes what type of identification was presented: _____

Was the photo on the identification a photo of the check presenter: Yes No Unsure

Was the name on the identification the same as the name on the check: Yes No Unsure

Did you write anything on the check? Yes No

If yes, note what you wrote on the check and if the check presenter verbally gave this information to you or did you copy it off the check presenter's identification.

Did you contact anyone for approval before accepting the check: Yes No Unsure

If yes, name the person(s) you received approval from: _____

Have you ever seen the check presenter on any other occasion either before or after the date the check was presented: Yes No Unsure

If yes please provide details of this contact: _____

Has any store personnel talked to you about this check since the date the check was presented: Yes No

If yes please provide details of this contact: _____

"I declare under penalty of perjury that the forgoing is true and correct."

Signature _____ Date _____