

EAST GREENWICH TOWNSHIP POLICE DEPARTMENT

BAD CHECK FORM

The following form must be completely filled out before any criminal complaints are signed. The completed form is to be delivered to the **EAST GREENWICH TWP. POLICE DEPARTMENT** and **EACH BLANK MUST BE ANSWERED.** If the answer is not known write "UNKNOWN" or "NONE", etc. The person (whether individual, partnership, company, corporation, etc.) receiving the check is known as the complainant. This form must be signed by the complainant receiving the check or his/her authorized agent.

INVESTIGATION REPORT # _____ DATE: _____

INVESTIGATING OFFICER _____

(To be filled out by complainant)

NAME OF PERSON PASSING CHECK _____

DATE CHECK WAS PASSED _____

WHERE CHECK WAS PASSED (ADDRESS, TOWNSHIP) _____

1. NAME OF COMPLAINANT _____
ADDRESS _____ TELEPHONE _____

TYPE OF BUSINESS _____

2. NAME OF PERSON ACCEPTING CHECK _____

BUSINESS ADDRESS _____ TELEPHONE _____
POSITION _____

HOME ADDRESS _____ TELEPHONE _____

PROCEDURE USED TO IDENTIFY PERSON ACCEPTING CHECK (INITIALS,
NUMBER, CODE ON CHECK, ETC .) _____

3. AMOUNT OF CHECK _____

NAME OF BANK AS PRINTED ON CHECK _____

NAME OF ACCOUNT AS PRINTED ON CHECK _____

ACCOUNT NUMBER AS PRINTED ON CHECK _____

CHECK MADE PAYABLE TO _____

4. DATE FIRST PRESENTED TO BANK FOR PAYMENT _____

REASON CHECK WAS REFUSED BY BANK (NSF, UNAUTHORIZED SIGNATURE,
NO ACCOUNT, ACCOUNT CLOSED, ETC.) _____

5. HOW WAS PERSON WHO PRESENTED THE CHECK IDENTIFIED? (DRIVER
LICENSE, CREDIT CARD, ETC.) _____

GIVE NUMBER OF DRIVER'S LICENSE, OR ANY INFORMATION OBTAINED FROM
SUCH IDENTIFICATION _____

WERE BANK/STORE PHOTOGRAPHS TAKEN ____ WAS IDENT-O-SEAL USED ____

CAN PERSON ACCEPTING CHECK PHYSICALLY IDENTIFY PASSER OF CHECK ____

DOES COMPLAINANT KNOW ACTUAL ADDRESS OF CHECK PASSER IF
DIFFERENT THAN GIVEN TO COMPLAINANT BY CHECK PASSER? IF "YES"
PLEASE WRITE BELOW. _____

WAS PERSON PASSING CHECK ACCOMPANIED BY ANYONE ELSE? _____

IS PERSON WHO PRESENTED CHECK PERSONALLY KNOWN BY THE
COMPLAINANT OR EMPLOYEE? _____

6. PLEASE FILL OUT THE FOLLOWING DESCRIPTION OF PERSON WHO
PRESENTED CHECK.

NAME OR ALIAS _____ SEX _____

ADDRESS-BUSINESS _____ TELEPHONE _____

HOME ADDRESS _____ TELEPHONE _____

NATIONALITY _____

AGE _____ HEIGHT _____ WEIGHT _____ BUILD _____ EYES _____

HAIR _____ COMPLEXION _____ SOCIAL SECURITY # _____

IDENTIFYING FEATURES (GLASSES, MUSTACHE, SCARS, PHYSICAL DEFECTS, ETC.) _____

REMARKS (HABITS, DESCRIPTION OF CAR, ACCOMPLICES, ETC., OR OTHER INFORMATION WHICH MIGHT BE OF ASSISTANCE)

7. ATTACH LEGIBLE COPY OF THE CHECK. (COPY OF BOTH SIDES OF CHECK(S). RETAIN ORIGINAL CHECK(S) UNLESS YOU ARE REQUESTED TO GIVE IT TO POLICE OR THE PROSECUTOR'S OFFICE.

8. STATE PERSON IN POSSESSION OF ORIGINAL CHECK AND TELEPHONE NUMBER. _____

9. WHAT WAS GIVEN IN RETURN FOR THE CHECK, CASH? _____ OTHER _____

(ie MERCHANDISE OR SERVICE OR BOTH) (PLEASE SPECIFY. ATTACH RECEIPTS & INVOICES). _____

10. HAS THE PERSON PRESENTING THE CHECK DONE BUSINESS WITH THE COMPLAINANT BEFORE? _____ IF "YES", EXPLAIN _____

IF PERSON PRESENTING CHECK RECEIVED MERCHANDISE OR SERVICES, WAS HE PERMITTED TO DEFER PAYMENT? _____

IF "YES" WAS PERSON PRESENTING CHECK BILLED BY COMPLAINANT? _____

IS THE CHECK IN QUESTION SUPPOSEDLY IN PAYMENT OF THE BILL? _____

IF "YES" AND IF THE CHECK HAD BEEN GOOD, WOULD IT HAVE PAID THE BILL IN FULL? _____

IF MERCHANDISE IS INVOLVED, DID CHECK PASSER RECEIVE IT AT THE TIME CHECK WAS PASSED? _____

IF NOT, HOW WAS MERCHANDISE DELIVERED TO CHECK PASSER? _____

11. DID THE PERSON PRESENTING THE CHECK ASK THAT THE CHECK BE HELD FOR ANY LENGTH OF TIME? _____

DID THE PERSON INDICATE IN ANY WAY THAT THERE MIGHT NOT HAVE BEEN ENOUGH MONEY IN THE BANK TO COVER THE CHECK? _____

WAS THE CHECK POST-DATED? (ie DATED LATER THAN DATE PRESENTED) _____

12. HAS THERE BEEN ANY ATTEMPT BY THE COMPLAINANT TO COLLECT ON THIS CHECK BEFORE MAKING THIS COMPLAINT? _____ IF SO, WHAT HAS BEEN DONE? (ATTACH COPIES OF ANY LETTER OR OTHER CORRESPONDENCE INCLUDING RETURN RECEIPTS OR RETURNED MAIL) BETWEEN COMPLAINANT AND THE CHECK PRESENTER). _____

HAS A CIVIL SUIT (ACTION TO COLLECT THE MONEY PRESENTED BY THE CHECK) ACTUALLY BEEN STARTED IN COURT? _____ IF SO, HAS A JUDGEMENT BEEN ENTERED? _____

*NOTE: BAD CHECKS IN THE FACE AMOUNT OF UNDER \$200.00 ARE PROSECUTED IN MUNICIPAL COURT AS A DISORDERLY PERSONS OFFENSE. BAD CHECKS IN THE FACE AMOUNT OF \$200.00 OR MORE CAN BE PROSECUTED AS INDICTABLE CASES IN SUPERIOR COURT. THE PROSECUTOR'S OFFICE HAS THE RIGHT , IN CERTAIN CIRCUMSTANCES TO AUTHORIZE THE PROSECUTION OF A BAD CHECK IN AN AMOUNT ABOVE \$200 IN THE MUNICIPAL COURT. IT MUST BE UNDERSTOOD THAT THE CRIMINAL COURTS ARE NOT A COLLECTION AGENCY. THERE IS NO GUARANTEE THAT RESTITUTION WILL BE ORDERED BY THE COURT. THE PURPOSE OF CRIMINAL LAW IS TO PUNISH A LAW-BREAKER. PERSONS IRRESPONSIBLY PRESSING CRIMINAL CHARGES MIGHT BE SUED CIVILLY FOR MALICIOUS PROSECUTION.

THE FACTS ARE HEREBY CERTIFIED AS BEING TRUE BY THE UNDERSIGNED.

DATE _____ COMPLAINANT _____