

Dear Merchant:

Enclosed please find all of the forms necessary to enable the Worthless Check Unit to process the worthless check that you have received.

A certified, return receipt letter must be sent to the person who signed the check at the address given to you at the time of the purchase or transaction. Use the enclosed copy of our letter to mail as the certified letter. All of the information you need to complete this letter may be found on the check. Please note that the service charge for a check is \$30.00.

The United States Postal Service will charge you a nominal fee for mailing a certified letter. Keep your receipt from the Post Office indicating when you mailed the letter. After ten (10) days if you have not heard from the person who wrote you the check, or received your letter back from the post office, contact the post office and pick up your letter. You are now ready to file your check with the Worthless Check Unit. Bring the original check and your returned letter exactly as it came back from the Post Office. If the check was written on a closed account, you can bring it directly into our office without sending a certified letter.

However, if someone at the address signed for the certified letter, look at your return receipt and note the date that it was delivered. Add ten (10) days to that date. This will be the time frame the individual has to come to you and pay the amount due for the check plus the applicable service charge. As a warning, do not take partial payments, should you take a partial payment on a check, this office will not be able to assist you. We also cannot assist you in collecting "Hold Checks" or two party checks.

If this person has not contacted you within this ten (10) day period, then you should come to this office. You will need to bring the original check, the return receipt from the Postal Service (the green card) with you.

Should you have any questions about this, please contact our office or call the Worthless Check Unit at (251) 275-3146.

Sincerely,

Wanda L. Lear
Worthless Check Unit Coordinator