

Check Screening Tips

Note the check's date.
Post-dated checks normally cannot be processed.

Be wary of new accounts.

Get a complete street address, not just a P.O. Box and verify phone.

John Doe
123 Somewhere Ave.
Anytown, USA 12345
(999) 999-0000

1002

3/12/2008

Your Business

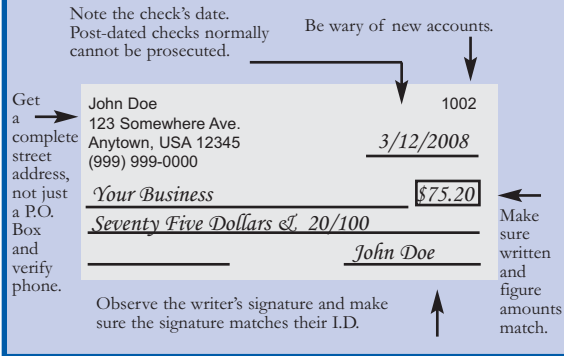
Seventy Five Dollars & 20/100

\$75.20

John Doe

Make sure written and figure amounts match.

Observe the writer's signature and make sure the signature matches their I.D.



How to Determine a Check's Eligibility for the Program

A check is **ELIGIBLE** if:

- It was received in Los Angeles County, deposited in a bank in exchange for goods or services and presumed "good" at the time of acceptance. There are no minimum restrictions based on dollar amount.
- A "Courtesy Notice" was sent to check writer allowing 10 days to make check good.
- A photo I.D. (driver's license, military I.D. or state identification card) was recorded at the time of transaction.

A check is **INELIGIBLE** if:

- It is post-dated.
- Both parties knew there were insufficient funds at the time of transaction.
- It is an out-of-state, payroll, rent, two-party or government check.
- The identity of the check writer is unknown.
- There is no amount, date or signature on the check.
- The check involves an extension of credit or payment on an account.
- The check has not been processed by a bank.

Checks ineligible for the Los Angeles County District Attorney Bad Check Restitution Program may be pursued via small claims court process or by private collection agency.

Check Acceptance Tips:

- Institute a check acceptance policy. A clearly posted check acceptance policy for your employees and customers can go a long way toward reducing your losses.
- Accept checks written only with today's date. Post-dated checks are civil matters and are not accepted in the Los Angeles County District Attorney Bad Check Restitution Program.
- Trust your instincts! If something does not seem right, ask questions or ask for another form of payment. You are not obligated to accept a check.

Los Angeles County District Attorney Bad Check Restitution Program

P.O. Box 86407
Los Angeles, CA 90086-0407
(postal address only)

<http://da.lacounty.gov/badcheck.htm>

1-800-842-0733

Brochure not printed at taxpayer expense.

BAD CHECKS

Bad for Business Bad for Los Angeles



Los Angeles County District Attorney
Bad Check Restitution Program
Steve Cooley, District Attorney

A Message From District Attorney Steve Cooley



Each year, Los Angeles County merchants lose millions of dollars to bad check writers. In an effort to reduce those losses, the District Attorney's Office established the Bad Check Restitution Program, which allows bad check writers to pay full restitution to their victims in lieu of criminal prosecution. This program has returned more than \$23 million to victims at absolutely no cost to victims or taxpayers.

The Bad Check Restitution Program offers first-time offenders an opportunity to make restitution without facing criminal charges. They must attend a mandatory diversion class and pay all program-related fees. If they fail to comply, their cases are reviewed for possible criminal prosecution. Upon conviction, bad check writers may be sentenced to county jail or state prison and still have to pay a court-imposed fine and full restitution.

The Bad Check Restitution Program is a partnership between the Los Angeles County District Attorney's Office and the local business community. It is fully funded through fees paid by bad check writers. To learn more about this program or to file a complaint, visit our Website at <http://da.lacounty.gov/badcheck.htm> or call 1-800-842-0733.

Cutting Your Losses *As Easy As 1-2-3*

1. Make personal contact with the check writer; if you are unsuccessful, send a courtesy notice. The check writer has 10 days to respond and remit payment.
2. If you do not hear from the check writer or receive payment, simply contact the Bad Check Restitution Program at [1-800-842-0733](tel:1-800-842-0733) for a complaint form or visit our website at <http://da.lacounty.gov/badcheck.htm>
3. Fill out the complaint form, attach originals (you retain photocopies) of all checks and notification documents, such as return receipts and bank notices, and mail to:

**Los Angeles County
District Attorney
Bad Check
Restitution Program**
P.O. Box 86407
Los Angeles, CA 90086-0407
(postal address only)

1-800-842-0733

If you do not receive restitution within 90 days, contact the Los Angeles County District Attorney Bad Check Restitution Program.

The Los Angeles County District Attorney Bad Check Restitution Program Works Because...

- Bad check complaint form are easy to file and follow-up action is prompt.
- Upon recovery, 100% of the face value of the check is returned to the merchant.
- There is no minimum dollar restriction.
- Bad check offenders must complete an educational class at their expense.
- The program operates at no cost to the county or the taxpayers.