

**WICHITA POLICE DEPARTMENT CHECK INFORMATION FORM &  
INSTRUCTION FOR FILING 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 FILES.** If you believe the check maker could be at two different addresses, it is recommended that 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. After approximately ten (10) days from the date that the certified mail was sent, you should have received the signed receipt (green card) or the letter with the green card attached (undeliverable letter). Also have Part I and Part II of the Check Information Form completed by the appropriate employee(s). Once the letter has been delivered, or the undeliverable letter returned and the check is still unpaid, call, 268-4211 for an appointment. At your appointment time, the employee who completed Part I will take all of the paperwork (receipt on certified mail, copy of the letter sent, if applicable the undeliverable letter, Check Information Form Part I and Part II, and the check) to the Wichita Police Department, Financial Crimes Section, 6th floor, City Building, 455 N. Main. **Do not mail the check and the paperwork to the Wichita Police Department.** At your appointment time, a detective will review the paperwork/evidence to determine if there is adequate evidence for criminal prosecution on a misdemeanor charge of Giving a Worthless Check on checks written for less than \$500. If the worthless check was for \$500 or more, the detective will present the case to the Sedgwick County District Attorney Office to determine if there is adequate evidence for criminal prosecution.
  
4. On cases where criminal prosecution is declined, the detective will inform you why. Also, information will be provided on how to protect yourself from being victimized in the future, along with procedures that should be followed when receiving a check, which enables us to file criminal charges against the check presenter of a worthless check.
  
5. The following is the letter that needs to be sent to the check presenter. You can determine the service charge amount; state law allows a service charge of \$30 or less. If you choose to send this letter on your company letterhead, do not make any changes.

---

Date:

Dear \_\_\_\_\_,

This is to give you notice that your check, number\_\_\_\_\_, drawn on the\_\_\_\_\_, dated \_\_\_\_\_ 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 receipt 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,

**WICHITA 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, DOB, SSN, 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: \_\_\_\_\_

Check returned as an Account Closed:    Yes    No, as an Insufficient Fund:    Yes    No

Date on the check: \_\_\_\_\_ Date and time the check was presented: \_\_\_\_\_

Address check was presented at: \_\_\_\_\_

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: \_\_\_\_\_

---

---

---

Who mailed the letter by certifiedmail? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Whose signature appears on the certifiedmail? \_\_\_\_\_  
\_\_\_\_\_

Did you accept the check in good faith believing that 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 Wichita Police Department and will be signing the Uniform Criminal Complaint on a misdemeanor charge of Giving a Worthless Check? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

WICHITA 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) \_\_\_\_\_ (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): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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? If so, note what you wrote on the check and if the check presenter verbally gave to you this information 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 got 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: \_\_\_\_\_

---

---

---

---

---

---

---

---

Have 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 foregoing is true and correct."

Signature \_\_\_\_\_