

FRAUDULENT CHECK WORKSHEET

FORGERY ___ STOP PAYMENT ___ ACCOUNT CLOSED ___ INSUFFICIENT FUNDS ___

All checks submitted for prosecution must include VALID identification. Valid identification is defined as a state driver's license or identification card (with photograph). **This form must be completed in its entirety or will not be accepted.**

A. COMPLAINANT/BUSINESS/VICTIM

Name of person to sign criminal complaint: _____

Name of business or victim: _____

Address: _____ Phone: _____

Name of person completing this form: _____
(if different from above)

B. BANK INFORMATION

Bank and branch: _____

Date Bank Called: _____ Bank Employee Contacted: _____

Were there sufficient funds in the account to cover the check on the date check was written?

Yes _____ No _____

If the account was closed on the date the check was written, on what date was the account closed?

C. CHECK INFORMATION (only listed **AND** included in your letter to the suspect will be prosecuted)

Check # _____ Amount: _____ Handling Fees: _____ Total Loss: _____

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Check # _____ Amount: _____ Handling Fees: _____ Total Loss: _____

TOTAL: _____ **TOTAL:** _____ **TOTAL:** _____

If the total of your checks without fees is \$750 or less, please submit to the Kennewick City Attorney's Office for Gross Misdemeanor charges.

If the total of your checks without fees is over \$750, please submit to the Benton County Prosecutor's Office for felony charges.

D. SUSPECT INFORMATION

Sex _____ Race _____ Age _____ Height _____ Weight _____ Build _____

Complexion _____ Hair _____ Eyes _____ Glasses _____

Distinguishing Features: _____

Comments: (any additional information which may be of help to the investigator):

Is there videotape/photo available of this incident? Yes _____ No _____

If Yes—please submit with this packet.

*If your document was returned marked **FORGERY**, stop here and submit the forged document, with an affidavit of forgery, to the Kennewick Police Department at 211 West 6th Avenue. Please use caution in handling the document for purposes of preserving possible fingerprint evidence. If your document is not a forgery, please continue.*