

BAD CHECK PROCEDURES

1. Type a letter from the Administrator..
2. Mail Certified Mail. Keep green Certified Mail Receipt when it comes back showing that the person received the letter.
3. If you do not hear anything from the person in 7 to 10 days take a copy of the letter, green Certified Mail Receipt and the check that was returned.
4. Take this to the Office of the Prosecuting Attorney.
5. They will then use this information and write another letter to the person requesting payment again or we may prosecute.
6. We will receive a copy of this letter from the Prosecutor and if we do not hear anything from then in a two-week period we have to let them know whether or not we want them to process a warrant to take them to Small Claims Court. Office of Prosecuting Attorney phone number is (Area Code) (Phone Number).
7. Make sure that we post a charge for non-sufficient funds on our school bill boards.

SAMPLE LETTER

(Date)

(Person's Name)
(Title, if appropriate)
(Street Address)
(City, State, Zip Code)

Re: Bad Check Notice

Dear (Mr., Mrs., or Ms.) (Person's Last Name):

This is to inform you that I am in receipt of a check alleged to haven been written by you. The check was:

Dated:	_____
Made Payable To:	_____
Drawn on <i>(name of bank):</i>	_____
Amount:	\$ _____
Plus Service Charge:	\$ _____

This check was presented to me in the usual course of business, and was returned to me from the above said bank as marked:

_____ **Insufficient Funds**

_____ **Account Closed**

In accordance with the Michigan Statute, you are hereby given five (5) days notice that said check has not been paid. If you shall not have paid the amount due thereon within five (5) days of receipt of this notice, this shall serve as evidence of intent to defraud, and a request to the Office of the Prosecuting Attorney to take criminal action will be made by me.

Sincerely,

(Administrator's Name)
(Title)