



OFFICE OF THE DISTRICT ATTORNEY

CALAVERAS COUNTY

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DISTRICT ATTORNEY

BAD CHECK RESTITUTION PROGRAM Guidelines for Accepting a Check

Step 1: Verify the Signature. Be wary of pre-signed checks. It's best that you or your employees witness a check writer signing his or her name. Insist on a government-issued photo-identification to verify the signature and name, such as a United States passport or military ID, California Driver's License (CDL), or California Identification Card.

Step 2: Money Amounts. Match the amounts written numerically and written in words. If they do not match then do not accept the check.

Step 3: Verify Today's Date. Post-dated checks do not qualify for the Bad Check Restitution Program. Make sure the date on the check matches the date of when you accept it.

Step 4: Record Check Writer's Information. Using the ID and asking questions, record this identifying information on the check itself. Make sure that you obtain all of the following required information:

- Type of ID and ID Number
- Telephone Number (ask for most recent number even if preprinted on the check)
- Date of Birth
- Initials of Employee Accepting the Check

Step 5: Verify Preprinted Information. Using the offered identification, verify the following:

- Name of the Check Writer
- Date of Birth of the Check Writer
- Local Address of the Check Writer

How Important is this Information?

Being able to identify and locate the writer of a bad check is critical to a criminal prosecution and when seeking restitution. This is why you must include the initials of the employee accepting the check. While the Calaveras County District Attorney cannot guarantee recovery, the likelihood of a merchant receiving restitution is improved by obtaining and recording this information on the check at point-of-sale.

If you would like more information, please do not hesitate to contact the District Attorney's Bad Check Restitution Program at 209-754-2867.

5	John P. Customer 123 Fourth Street San Andreas, CA 95249	4	CDL/ID#	Phone#	Date: 3	0121
	Pay to the Order of	2	Date of Birth	Clerk's Initials	2	\$
	First Bank of San Andreas 234 Fifth Street San Andreas, CA 95249 Memo: _____ 1:23456789:0123456789 0121	1	<i>John P. Customer</i>			