



CHECKLIST FOR BAD CHECK ELIGIBILITY

1. The check was written and passed in Black Hawk County
2. The total face amount(s) of the check(s) is \$10.00 or more
3. The check fits in **NONE** of these categories:
 - a. Stop payment check c. Payroll check*
 - b. Government check d. Two-party check
4. The check was presented in person.
5. The check was not pre-dated or post-dated.
6. The check was **NOT** a payment on an installment loan.
7. The payee is **NEITHER** a credit adjustment company **NOR** a collection agency.
8. The check is **NOT** reported by the owner as stolen or forged.
9. There have been no partial payments on the check.
10. The cashier obtained ID from the presenter and wrote on the check the following:
 - a. Iowa Driver's License number **and** Date of Birth; **OR**
 - b. Iowa I.D. number **and** Date of Birth; **OR**
 - c. Social security number of the presenter
11. **Either:**
 - a. The initials of the cashier are on the check; **OR**
 - b. The cashier remembers this transaction specifically.
12. **Either:**
 - a. The cashier can identify the presenter personally; **OR**
 - b. The cashier can testify beyond a reasonable doubt that the person presenting the check was the person shown in the Iowa photo I.D. noted on the check; **OR**
 - c. The transaction is on film and the film establishes the check writer's identity**
13. The cashier is willing and able to testify **AND** the cashier's name, address, and phone number are known and included on the bad check questionnaire.

14.

Either:

a. The check presented is a closed account that was presented once;

OR

b. The check is an insufficient funds (NSF) check that was presented twice.

15.

A 10-day notice was sent by restricted certified mail or by personal service by the Sheriff's Department.

16.

ALL of the following documents are attached:

a. The **ORIGINAL** bad check

b. The **ORIGINAL** postal return receipt or Sheriff's Department return of service.

c. A copy of the 10-day notice>

17.

The Bad Check Questionnaire is completely filled out for each check.

18.

The restitution form is completely filled out.

19.

No collection fees or bad check fees are included on the restitution form.

If you are unable to check all of the boxes (1-19), we will be unable to prosecute the case. If you have any questions, please contact the County Attorney's office at 319-833-3001

- If you have a problem with a payroll check, you should contact the Department of Labor at (515-286-3606)
- If you have any transaction on film or video tape the film or video tape must be surrendered to the Police Department so it can be preserved as evidence in the prosecution.