



**Plain City Police Department**

231 Friend Street, Plain City, OH 43064

**Dale McKee, Chief of Police**

Office: 614-873-2921 • Dispatch: 614-873-4321 • **Emergency: 9-1-1** • Fax: 614-873-1076 • [www.plain-city.com/police](http://www.plain-city.com/police)

August 25, 2015

Plain City Businesses  
Attn: Owners/Managers

Dear Plain City Businesses,

I would like to address an issue with all of you so that the Plain City Police Department can better serve you. We understand that accepting checks is a convenience for your customers. Some of you know the difficulties in collecting on these checks if they are returned to you by your bank for insufficient funds or because the account has been closed. It is even more difficult for the Police Department to prosecute for this crime if proper steps are not taken at the time the check is accepted by your business. I want to outline steps that must be taken in order for us to assist you in this area.

1. When accepting a check from a customer, even a known customer, write their driver's license number and phone number on the check. If the license is from out of state, make sure you record the state with the number. **Note: If you do not get this information for a known customer, Step #4 is extremely important.**
2. Make sure that you compare the picture on the license with the person writing the check.
3. Make sure that you obtain a current address from the person writing the check.
4. Have the person who accepts this check initial it, so that if a check is ever returned, we can identify who accepted it and show that they checked an ID or personally knew the customer before accepting it.
5. If a customer's check is returned and you want to collect the money due to you, by statute, you are required to send them a certified letter, stating that their check was returned to you and for what reason, the amount of the check that was written, the amount of the returned check fee that you are charging (up to \$30.00), and that they must pay the amount due to you, in full, within 14 days (it would be best to give them a due date of 14 days from the date you send the letter to them). Include in the letter, that if payment is not made by the due date, the matter will be turned over to the Police Department for criminal prosecution. **Note:** If the check is returned as Account Closed, then you are not required to send this letter and contact the Police Department immediately.
6. If they do not pay this in full by the due date and you wish to pursue the matter criminally, contact the Police Department **immediately**.

If the above steps are not followed, it will be very difficult and maybe even impossible for the Police Department to assist you. It is necessary that you contact the Police Department **as soon as possible** after the due date has passed. It is very important that you do not accept partial payments on a bad



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check. Once you place them on a “payment plan” then it becomes a civil matter that would need to be handled through a collection agency or through small claims court. If a customer has passed multiple checks that have been returned, then they can pay for each check separately over a mutually agreed upon period of time.

I have included a sample letter that you can use to send to your customers for the collection of a returned check. This is provided as an example only and you are not required to use it. I would suggest using a substantially similar format if you elect not to use the form provided.

If you have any questions, please feel free to contact the Police Department at 873-2921 or 873-4321.

Sincerely,

Dale McKee, Chief of Police

Enclosure



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