



Handling Bad Checks

UNIVERSITY OF MISSOURI-COLUMBIA

Any campus department at University of Missouri accepting checks for student charges is required to deposit, or “CRR”, those checks on a daily basis with Office of Cashiers.

Office of Cashiers receives notice of all bad checks returned by the bank. Once a bad check is received, recovering the money is a three step process:

1. Office of Cashiers attempts to collect the money from the check writer. If unsuccessful,
2. Appropriate department makes decision to prosecute/not prosecute the check writer.
3. Office of Cashiers either prepares a Journal Entry (JE) to charge the department or forwards information to the Boone County Prosecuting Attorney for prosecution.

Step 1 Office of Cashiers	Office of Cashiers sends a bad check letter to the check writer. <i>See Attachment A.</i> A copy of the letter and the bad check are sent to the appropriate department.
Step 2 Department	If the check owner does not pay within ten business days, Office of Cashiers notifies the department and requests a decision on how to proceed. <i>See Attachment B.</i> <ol style="list-style-type: none">1. <u>To waive prosecution</u>, the department provides the Office of Cashiers with its MO Code and PS Account Number to charge the amount back to the department.2. <u>To prosecute</u>, the department completes the “Bad Check Information and Complaint Form” and returns it with a signed authorization and the bad check to Office of Cashiers. <i>See Attachment C.</i>
Step 3 Office of Cashiers	<u>If prosecution is waived</u> , Office of Cashiers prepares a JE and sends a copy of it along with the returned check to the department. <u>For prosecution</u> , Office of Cashiers completes and forwards the “Bad Check Information and Complaint Form” with the bad check to the Boone County Prosecuting Attorney. <i>Attachment D provides information the Boone County Prosecuting Attorney requires to pursue prosecution.</i>



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Attachment A SAMPLE Letter: Office of Cashiers to Check Writer

Tiger Truman
2608 Meriwether Lane
Columbia, MO 65202

JE #000000000

SUBJECT: Returned Check

A check presented by you to the University of Missouri has been returned by your bank as unpaid.

Amount:	\$ 10.00
Date:	12-2-2010
Bank Drawn on:	UMB Bank
Payee:	University of Missouri
For:	Parking
Reason for Return:	Insufficient Funds

If restitution for the amount of the check, plus a \$20.00 returned check charge for each check is not received within ten (10) days of the date of this letter, it will be necessary to turn your check over to the Prosecuting Attorney's Office for prosecution.

Payment must be in the form of a cashier's check or money order only!

If you wish to have your unpaid check returned to you, please make payment in person at 15 Jesse Hall or enclose a self-addressed stamped envelope with your payment.

Sincerely,

Accounts Receivable, Office of Cashiers

Cc: Department Contact



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Attachment B SAMPLE Letter: Office of Cashiers to Department

Date: Feb 23, 2011

To: Susan Smith JE#0000000000
 115 Pickard Hall

Subject: Tiger Truman Student Account Receivable \$10.00

Check Date: 12-02-2010 Insufficient Funds

According to our records a check signed by the above named individual and processed by your department has been returned by the bank unpaid. Enclosed is a copy of both sides of the check.

In accordance with University policy, enclosed is the "Bad Check Information and Complaint Form". Complete the Complainant Information section on the form.

*****Please give the following information to which this check was originally deposited into*****

MO Code Number: _____

PS Account: _____

Please return the completed form and the copy of the check to the Cashier's Office, 15 Jesse Hall, within 10 days from the date of this request. The completed form and the original check will be submitted to the Prosecuting Attorney's Office for collection, unless directed by you otherwise.

Mariden Albrecht, Student Account Representative

Please check one of the boxes below:

- I do not want to prosecute this check. Please charge back to the department.
- I do want to prosecute this check.

 Signature Date



Attachment C
Bad Check Information and Complaint Form
(See [Bad Check Complaint Form](#) at Prosecuting Attorney website)

When a bad check complaint is made, the Prosecuting Attorney’s Office determines whether criminal charges can be filed. If charges are filed, an arrest warrant is issued, and when arrested, the check writer is brought to court. If he pleads guilty, the court pronounces sentence and complainant need not appear. If the defendant pleads not guilty, a trial date is set and the witnesses are subpoenaed to testify.

It is essential that the person who accepted the check from the defendant be able to identify him in court

COMPLAINANT INFORMATION:

Name of business or person defrauded: _____

Address: _____ Telephone: (_____) _____

Name of person who actually accepted the check: _____

Address: _____ Telephone: (_____) _____

Can he/she POSITIVELY identify the check writer? YES (___) NO (___)

Was the check postdated? YES (___) NO (___)

Was a partial payment accepted? YES (___) NO (___)

Was check passed in Boone County? YES (___) NO (___)

Was check received by mail? YES (___) NO (___)

Was there an agreement between parties to hold the check? YES (___) NO (___)

CHECK WRITER INFORMATION:

Name: _____

Address: _____ City: _____

Drivers License #: _____ State: _____

Date of Birth: _____ Place of Employment: _____

Student ID #: _____ School: _____

Total amount of check(s): \$ _____ Additional Info: _____



Attachment D
Requirements for Bad Check Prosecution

Cashing a check is a privilege. Insist on proper identification.

CHECK REQUIREMENTS:

- ✓ Write driver's license number and state where issued on check.
- ✓ Require check to be written in your presence and be legible.
- ✓ Require current address.
- ✓ Checks taken by employees should always be initialed by person accepting the check.
- ✓ DO NOT TAKE OUT-OF-STATE CHECKS unless you are willing to accept the risk of loss.

*If you **do not** want the maker of the check prosecuted, you should **NOT** bring the check to the Prosecuting Attorney's Office, but should consult your own attorney or private collections agency.*

Prosecution may not be possible if:

- ✓ The person who accepted the check(s) is unknown or not available.
- ✓ The person who accepted the check(s) cannot identify the check writer.
- ✓ Driver's license number and state issued are not on the check(s).
- ✓ There is an agreement with the check writer to take partial payment on the check(s).
- ✓ There is an agreement with the check writer to hold the check(s).
- ✓ The check(s) was not dated or was postdated.

Contact Bad Check Unit, Boone County Prosecuting Attorney, 705 East Walnut Columbia MO 65201 / 573-886-4100, if you have any questions.