

CITY OF CRAIG

REQUIRED GUIDELINES FOR CHECK PROSECUTION

1. No two-party checks or payroll checks.
2. All efforts to collect on the check have been exhausted and a certified letter has been mailed by first class mail, return receipt requested, to the drawer utilizing the address appearing on the dishonored check or last known address. This letter should inform the drawer of the returned check and give him/her 15 days from the date the letter was mailed to make full payment. A return receipt showing the date and signature of the person accepting this letter is required.
3. No out of state checks.
4. No counter checks or checks that do not have the name(s) printed on them.
5. Alaska driver's license number required on all checks or at least two pieces of identification taken by the clerk printed on the check.
6. No check will be accepted for prosecution older than 90 days.
7. No post-dated checks.
8. No hold checks or checks where the drawer has made any indication that the check is not good at the time of issuance.
9. No checks from anyone who appears to be under the influence of alcohol or narcotics.
10. Initials of the clerk or person accepting the check must be on the check.
11. No payment has been accepted, either in part or in full, for the check.
12. Payment of the check was refused by the bank for lack of funds upon presentation within 30 days after issue.

ADDITIONAL INFORMATION: Please list any additional information which will assist us in prosecuting this matter.