

**CLEARWATER POLICE DEPARTMENT  
129 E. ROSS  
CLEARWATER, KS 67026  
620-584-2349**

**SAMPLE RETURNED CHECK NOTICE**

NOTE: This is a recommended form of notice to be sent to the drawer or maker of the check(s) in cases involving checks returned for "Insufficient Funds" or "Account Closed".

The Following are Requirements for Sending the Letter and before the City Prosecutor will accept filing charges against the drawer or maker of the check.

1. Send the letter to the person who drew (wrote) the check to the address that appears on the face of the check; if none appears send notice to any known address of the maker. **Bring a copy of the letter for our files.**
2. Send the letter via:
  - a. CERTIFIED MAIL
  - b. MARKED RESTRICTED DELIVERY TO ADDRESSEE ONLY
  - c. REQUEST A RETURN RECEIPT
3. When you receive back either the signed receipt (green card) or the letter with the green card attached (which means it was undeliverable) take all of your items **along with the check** to the Clearwater Police Department, 129 East Ross, as it will be held as evidence. **You must allow the Post Office to give the proper notice of three attempts before the City Prosecutor will even consider filing charges. Anything less will be given back to you to re-do. Furthermore, the Prosecutor will not file charges on checks less than \$50.00 unless at least 30-days from the date of the check have passed.**
4. Please call ahead during normal business hours at 584-2349 (Police Dept) to insure someone is available to assist you.
5. Send bottom portion of this letter ONLY with NO changes to the maker of the check.

Dear \_\_\_\_\_

Date: \_\_\_\_\_

This is to give you notice that your check no. \_\_\_\_\_, drawn on the \_\_\_\_\_ Bank, dated \_\_\_\_\_ in the amount of \$ \_\_\_\_\_, which you issued to us in payment for \_\_\_\_\_ has been presented by us for payment and has been returned unpaid because of \_\_\_\_\_. The amount of the check is still unpaid.

Please be advised that you have seven (7) days from the **receipt** of this letter to pay us the amount of this check by either cash, money order or cashier's check, plus a service charge of \$ \_\_\_\_\_ for a total due to us of \$ \_\_\_\_\_.

Sincerely,