

Directions to Merchant: If you have mailed the check writer the notice letter and have not received a response after 10 days: (1) Fill out one complaint sheet for **EACH** separate check received. **ATTACH A COPY OF THE CHECK.**

(2) Mail the completed complaint sheet to: **Office of the Prosecuting Attorney, 312 South Jackson Street, Jackson, MI 49201 OR scan and email your completed documents to ecu@co.jackson.mi.us** Documents submitted individually will not be accepted – they must be submitted in **packet form**

(3) Keep the original check and any other items for 90 days.

(4) Please do not accept any money regarding the check without first contacting the ECU. Doing so may prevent full recovery or prosecution by the ECU. The ECU will attempt to recover the amounts requested and will contact you within sixty days.



Economic Crimes Unit

Jackson County Prosecutor's Office

Complaint Sheet

Check Number:	Check Amount:	Date Issued:
Bad Check Fee Amount (if any):		Total Owed:
Is a copy of the check attached:	If no, why not?:	
Check Writer's Name (Person who signed check):		
Witness name (Person who accepted check)		
Your business Name and Address:		
Address where check was passed:		
Was this check received in person?:		
If no, how was the check received?:		
Can you verify this as the check you accepted?:		
If Yes, How can you identify this as the check you accepted?:		
Did you record the Driver's License Number or Michigan ID number on the check?:		
If yes, what is the number?:		
Is it your normal practice to compare identification containing a photograph with the check writer standing in front of you?:		
Do you personally know the check writer?:		
Could you identify the check writer in a photo lineup or in court?:		
Was notice sent to the check writer?:	If yes, on what date was it sent?:	
Do you have any other information that would identify or locate the check writer (driver's License or Social Security Card, security tape, physical description, car license number, phone number, etc.?):		

Witness Signature (If possible person who accepted check)

Date