



## Plumas County District Attorney's Office Check Enforcement Program

Contact the Check Enforcement Program at:  
**(530) 283-6303**  
or contact the website at:  
**[www.plumascounty.us/districtattorney](http://www.plumascounty.us/districtattorney)**

## Check Complaint Form

Submit to: **District Attorney's Office  
Check Enforcement Program  
520 Main Street, Room 404  
Quincy, CA 95971**

### VICTIM INFORMATION

**Company Name** \_\_\_\_\_

**Program No.** \_\_\_\_\_

(If an individual, enter your name.)

The undersigned states that he/she has actual knowledge of the facts stated below and believes that they are true as presented. Further, the undersigned relinquishes all rights for acceptance of restitution unless directed by the District Attorney's Office.

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signed: \_\_\_\_\_

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

☐ Certain checks are civil rather than criminal issues. Please check this box to verify that no check(s) submitted were post-dated or accepted as payment on an account and that there was no agreement to hold any check.

### CHECK-WRITER INFORMATION

**Name:** First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_ Suffix \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Date of Birth \_\_\_\_\_ Gender: M ☐ F ☐

Employer \_\_\_\_\_ Work Phone \_\_\_\_\_

Driver's License # \_\_\_\_\_ State Where Issued \_\_\_\_\_ Other Photo ID \_\_\_\_\_

**Please list any additional information to help identify or locate the check writer:**

### IMPORTANT

It is important to try to establish positive ID. It can be done two ways:

(1) if photo ID is verified and noted or (2) the person taking the check can positively identify the check writer. If possible, list the name of the person who can positively identify the check writer for each check below.

### Qualifying Checks:

- Insufficient Funds or Non-sufficient funds
- Closed Account
- No Account

### Nonqualifying Checks

- Checks written toward a pre-existing debt
- Counterfeit or Forged checks
- Refer-to-Maker checks
- Checks older than 90 days
- Checks previously submitted to a Collection Agency or Civil Attorney

### CHECK INFORMATION

**1** Reason check was dishonored: ☐ NSF ☐ Account Closed ☐ No Account

Was partial payment accepted? ☐ Yes ☐ No

Ck. No. \_\_\_\_\_ Date passed \_\_\_\_\_ Amount \$ \_\_\_\_\_

Was photo ID verified? Y/N \_\_\_\_\_

Person who accepted check \_\_\_\_\_

If yes, what amount? \$ \_\_\_\_\_

✓ Photo ID was checked and verified ☐

Can the person who accepted this check positively identify the check writer? Yes ☐ No ☐

**2** Reason check was dishonored: ☐ NSF ☐ Account Closed ☐ No Account

Was partial payment accepted? ☐ Yes ☐ No

Ck. No. \_\_\_\_\_ Date passed \_\_\_\_\_ Amount \$ \_\_\_\_\_

Was photo ID verified? Y/N \_\_\_\_\_

Person who accepted check \_\_\_\_\_

If yes, what amount? \$ \_\_\_\_\_

✓ Photo ID was checked and verified ☐

Can the person who accepted this check positively identify the check writer? Yes ☐ No ☐

**3** Reason check was dishonored: ☐ NSF ☐ Account Closed ☐ No Account

Was partial payment accepted? ☐ Yes ☐ No

Ck. No. \_\_\_\_\_ Date passed \_\_\_\_\_ Amount \$ \_\_\_\_\_

Was photo ID verified? Y/N \_\_\_\_\_

Person who accepted check \_\_\_\_\_

If yes, what amount? \$ \_\_\_\_\_

✓ Photo ID was checked and verified ☐

Can the person who accepted this check positively identify the check writer? Yes ☐ No ☐

**4** Reason check was dishonored: ☐ NSF ☐ Account Closed ☐ No Account

Was partial payment accepted? ☐ Yes ☐ No

Ck. No. \_\_\_\_\_ Date passed \_\_\_\_\_ Amount \$ \_\_\_\_\_

Was photo ID verified? Y/N \_\_\_\_\_

Person who accepted check \_\_\_\_\_

If yes, what amount? \$ \_\_\_\_\_

✓ Photo ID was checked and verified ☐

Can the person who accepted this check positively identify the check writer? Yes ☐ No ☐

Please staple **Original or Bank-generated Substitute** Check(s) here.  
Attach return receipt from your Certified Mail notice to back. If notice was unclaimed, attach that to indicate it was undeliverable.