



CHARLES G. RASMUSSEN
County Attorney

JANE M. GUSTAFSON
MICHAEL J.G. SCHNIDER
Assistant County Attorneys

221 1st Ave. S, Suite 400, Long Prairie, MN 56347 Phone: 320-732-6039 Fax: 320-732-4120

Dear Merchant:

Thank you for inquiring about the Todd County Attorney's Office Worthless Check Program. We look forward to your participation. This informational packet contains a *Merchant Referral Form*, *Notice and Demand Letter Form* and an *Affidavit of Service by Mail Form*.

Before filling the forms out, refer to the "Guidelines for Worthless Check Eligibility" to verify that you are eligible to participate in the program. If you have any questions about eligibility, you may contact Sonja or Jean at (320) 732-6039.

The forms included are recommended standard forms. Please make additional copies as needed. The form entitled "Notice and Demand for Payment of Dishonored Check" is to be filled out by you regarding each worthless check you receive. Send the completed form to the individual who wrote the worthless check, not the Todd County Attorney's Office. The letter must be sent by regular mail supported by a notarized Affidavit of Service, or by certified mail-return receipt requested. Please retain copies of all correspondence and forms.

Upon sending the demand letter to the individual at the address on the check and receiving no reply within five (5) days, send the following to the Todd County Attorney's Office:

- a copy of the Notice and Demand for Payment of Dishonored Check
- the original Affidavit of Service by Mail (signed in front of a notary), or the Return Receipt of Certified Mail, or the unclaimed Certified Mail Letter
- the original check or the legal copy of the check (the copy the bank sends back to you)
- the Merchant Referral Form

In addition to the forms listed above, before we can successfully prosecute a worthless check, we must have a valid driver's license number, date of birth, and middle name for the individual who wrote the check. Please ask for a current address when accepting a check. Please be sure to provide this information and follow the proper procedure, or we cannot prosecute. If you/we cannot show that the person who wrote the check is the account holder, we cannot prosecute.

Once you have submitted the completed documents to the program, you can no longer accept payment from the individual. If an individual comes into your establishment wanting to make a payment, refer them to contact the Todd County Attorney's Office. If you have any questions, please contact our office at 320-732-6039.

Sincerely,

Charles G. Rasmussen
Todd County Attorney