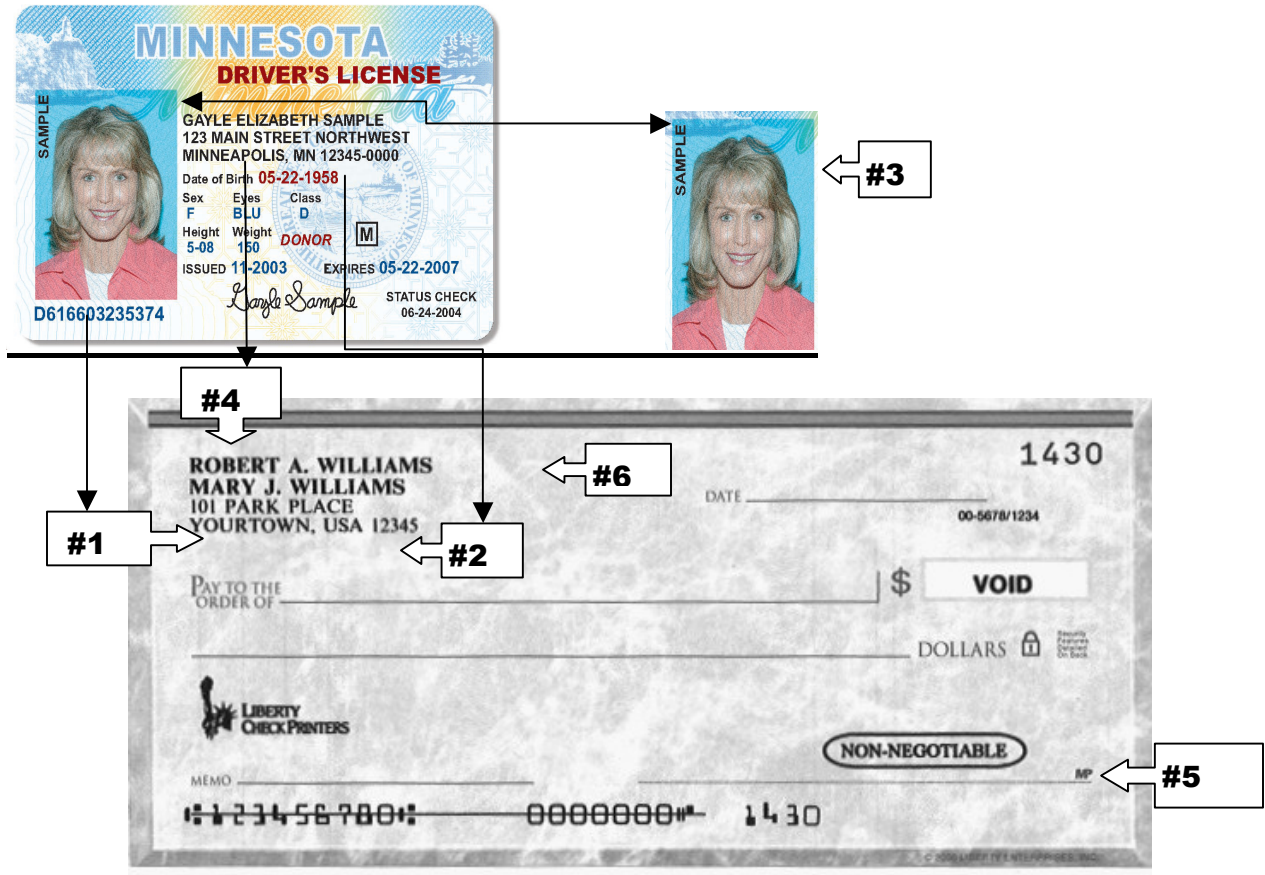


CHECK ACCEPTANCE GUIDELINES

Please follow these guidelines when accepting a check for payment, if in the event of a returned check, you wish to participate in Scott County's Worthless Check Program.

*The check must be eligible as outlined in the Scott County Worthless Check Program brochure.



1. Record the individual's Drivers License number (D-616603235374). **Indicate the state of issuance.** (Ex. MN, WI, etc.)
2. Record date of birth from the Drivers License.
3. Make sure the photo on the Drivers License matches the customer presenting it.
4. Make sure the name and address on the check exactly matches the information on the Drivers License. **If the address is different, ask for their current address and record it directly on the check.**
5. **If there is no middle name or middle initial on the check or driver's license, ask for one.**
6. Compare the signature on the Drivers License with the signature on the check.
7. Have employee who accepted the check initial next to the names listed on the check to indicate that the above-mentioned steps have been completed.

DO NOT ALLOW THE CUSTOMER TO WRITE HIS/HER OWN INFORMATION ON THE CHECK. IF THE CHECK IS PRESENTED TO YOU ALREADY SIGNED OR WITH ANY INFORMATION SUCH AS DRIVER'S LICENSE NUMBER OR DATE OF BIRTH ALREADY ON IT, VERIFY THE ACCURACY OF THE INFORMATION BY ACTUALLY SEEING THE DRIVER'S LICENSE.

****THESE GUIDELINES ARE IN PLACE TO HELP YOUR BUSINESS****

We may not be able to prosecute without the required documentation and information.