



Commonwealth's Attorney's Office  
**Check Enforcement Program**

Contact the Check Enforcement Program at: **1-888-347-4285**  
 or contact the website at: **www.hotchecks.net/loudoun**

This form can be submitted by mail to:  
 Commonwealth's Attorney's Office  
 Check Enforcement Program  
 20 East Market Street  
 Leesburg, VA 20176-2085

# Check Complaint Form

Please staple **Original or Bank-generated Substitute** Check(s) here. Attach required supporting information to the back of this form.

### VICTIM INFORMATION

Merchant Program No. \_\_\_\_\_

Company Name (If an individual, enter your name.) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

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.

Checking this box signifies that you agree not to accept payment for the check directly and will refer the check writer to the **Check Enforcement Program at 1-888-347-4285**.

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

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

Title \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

### CHECK-WRITER INFORMATION

Name (Last) \_\_\_\_\_

(First) \_\_\_\_\_

(Middle) \_\_\_\_\_ (Suffix) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Driver's License No. \_\_\_\_\_

State Where Issued \_\_\_\_\_

Other Photo ID \_\_\_\_\_

Date of Birth \_\_\_\_\_  Male  Female

Race \_\_\_\_\_ Height \_\_\_\_\_

Hair Color \_\_\_\_\_ Eye Color \_\_\_\_\_ Weight \_\_\_\_\_

Employer \_\_\_\_\_

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

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### CHECK INFORMATION

#### IMPORTANT - Establish Positive ID

This 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.

#### Qualifying Checks

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

#### Some Non-Qualifying Checks

- Post-dated, pre-dated or altered checks
- Stop payment checks
- Two-party checks
- Agree-to-hold checks
- Counterfeit or Forged checks
- Checks older than 120 days
- Checks passed outside Loudoun County

**1** Reason check was dishonored  
 NSF or Insufficient Funds  
 Account Closed  
 No Account

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

Was ID verified?  
 No  
 Yes

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

List attempts you have made to collect:  
 \_\_\_\_\_  
 \_\_\_\_\_

Was partial payment accepted?  
 No  
 Yes  
 If yes, what amount? \_\_\_\_\_

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

**2** Reason check was dishonored  
 NSF or Insufficient Funds  
 Account Closed  
 No Account

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

Was ID verified?  
 No  
 Yes

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

List attempts you have made to collect:  
 \_\_\_\_\_  
 \_\_\_\_\_

Was partial payment accepted?  
 No  
 Yes  
 If yes, what amount? \_\_\_\_\_

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

**3** Reason check was dishonored  
 NSF or Insufficient Funds  
 Account Closed  
 No Account

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

Was ID verified?  
 No  
 Yes

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

List attempts you have made to collect:  
 \_\_\_\_\_  
 \_\_\_\_\_

Was partial payment accepted?  
 No  
 Yes  
 If yes, what amount? \_\_\_\_\_

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