

# REGISTER TODAY:

Businesses and individuals must register to help assure quick and accurate transmittal of recovered funds.

Business or Individual's Name

Division, Store Location or Number

Address

City

State

Zip Code

Primary Contact Person

Phone

FAX

X

Signature verifying you have read and understand the Merchant Agreement

Number of notification signs you need for cash registers or counters: \_\_\_\_\_

You can also register online at:  
[www.amadora.com/badchecks](http://www.amadora.com/badchecks)

## MULTIPLE LOCATION INFORMATION

If you have multiple locations, please make copies of this form, complete and enclose one for each location that you wish to register.

**CENTRAL LOCATION** - If some correspondence should go to a central office location, complete the following:

Central Location Name

Address

City

State

Zip Code

Primary Contact

Phone

FAX

✓ Send the following to the location above:

- Victim Confirmation** - Acknowledging receipt of bad checks.
- Restitution** - Funds recovered on your behalf.
- Finalization Notices** - Notices of checks that are inactive, resolved or otherwise finalized.

## Merchant Agreement

- 1) If a check is dishonored by the bank because of "Insufficient Funds," "Non-sufficient Funds," or "Stop Payment" where there was no "good faith" dispute, you should first contact the check writer to demand payment of the check (as well as the bank's posted service fee for handling returned checks). If the check was returned by the bank marked "No Account," "Closed Account," "Refer to Maker," or "Unable to Locate," you may immediately turn the check over to the Bad Check Restitution program.
- 2) Check writers should be allowed at least five (5) days from the date they receive notice to comply with your request. If the check writer fails to comply, you may send the ORIGINAL or a BANK-GENERATED SUBSTITUTE check(s) - and all supporting information - to the Bad Check Restitution Program.
- 3) To refer a check to the Program you must complete a Check Complaint Form for each check writer, attach the ORIGINAL or BANK-GENERATED SUBSTITUTE check(s) to the form and forward all materials within 90 days of the date of the check(s) to the Bad Check Restitution Program.
- 4) Once a check has been turned over to the Program, you cannot accept payment for that check directly from the check writer. Restitution and the associated fees must be made to the Program. Any check writer who wishes to pay a check should be directed to call the Program at 1-866-668-4690.
- 5) Bad checks may not first be submitted to a collection agency or other similar entities for collection before being submitted to the Program. However, if the Program is unsuccessful, you may wish to pursue the matter through a collection agency, small claims court or other civil action.
- 6) Restitution for bad checks received by the Program will be mailed to the victim within seven days of the date it is received.
- 7) If the check writer does not comply with the requirements of the Program, he or she faces potential prosecution. If this should be the case, you will be contacted about what action you may be required to take as part of that prosecution. However, not all checks will result in prosecution.
- 8) Once a check has been turned over to the Bad Check Restitution Program, you may not commence civil legal proceedings without the express written consent of the Program.
- 9) If the Program is unable to secure restitution and the check cannot be successfully prosecuted, it will be held, in an inactive status, at the Program office. If additional checks from the check writer or subsequent new information are received, your check case can then be reactivated. You may also request that the check be returned to you for further action by a private attorney, in small claims court, or through a collection agency.
- 10) This agreement may be amended from time-to-time by the District Attorney's Office, and such amendments will be effective upon mailing of a notice to the merchant.
- 11) By signing and returning the attached Registration form, you acknowledge the requirements of the Program and agree to abide by them. Failure to abide by this agreement may cause a merchant's or individual's participation in the Program to be discontinued.
- 12) This information is used only by the Amador County District Attorney's Office to manage bad check cases.