

## **We Prosecute Bad Checks**

This procedure MUST be followed with all checks except stylist rent checks.

### **STEP 1 – REVIEW THE CHECK**

1. John Q. Customer  
Sue Q. Customer  
9899 Fir Street  
This Town, CA 90012

2. (today) 19 90-731  
1222

3. 0782

4. PAY TO THE ORDER OF PAYEE must be your company \$ \_\_\_\_\_

5. Amounts must be exactly the same \_\_\_\_\_ DOLLARS

6. THE FIRST NATIONAL BANK  
OF SLO COUNTY  
0000 Main Street  
This Town, 90012

7. MEMO  
1122-010203 009 987-654

8. Customer's Signature

1. Must be **Personalized** - Complete name and address **pre-printed by the bank** (no P.O. Boxes). **Must be a PHYSICAL Florida address!**
2. Date must be TODAY's date – NO exceptions.
3. Bank I.D. # must be present.
4. Payee must be Stella Luca.
5. Amounts (written and numerical) must be the same. Any changes must be initialed by the check writer.
6. Bank name and address must be printed on check.
7. Bank and customer computer numbers must be printed on check.
8. Customer signature - Must be signed in your presence.

### **DO NOT ACCEPT THE FOLLOWING TYPES OF CHECKS**

- Two-party checks
- Out-of-state checks
- Altered checks
- Income tax checks
- Insurance claim checks
- Temporary or counter checks
- ANY check without the current date
- Non-personalized checks

### **STEP 2 – REVIEW IDENTIFICATION**

**DO NOT ACCEPT checks without a valid Florida Driver License. NO OTHER form of ID is accepted including Florida State ID Cards or out of state ID.**

#### **A - REVIEW THE LICENSE**

1. License must be current.
2. License must be free from damage or signs that it has been tampered with.
3. Photo must match the person presenting the check.
4. Name on the check must match the name on the driver's license.

#### **B - RECORD THE LICENSE INFORMATION**

1. Cashier should write the letters "FL" and then write the driver's license number and expiration date on the check.
2. Cashier should put their initials next to the driver's license number.
3. *IF the driver's license number is already written or imprinted on the check*, the cashier should verify that the number on the check matches the number on the license. Circle the driver's license number, write the expiration date on the check and initial

### **STEP 3 - ADDITIONAL CONTACT INFORMATION**

1. Write a home or cell phone number on the check
2. If the check writer used another phone number to schedule their appointment, write that number on the next to it on the check.

### **STEP 4 – SECURE THE CHECK**

1. Stamp the back of the check.
2. Place the check in the cash drawer.