



The Humboldt County District Attorney's
Check Enforcement Program
 825 5th Street, 4th Floor • Eureka, CA • 95501
 Phone: (707) 268-2587

REGISTRATION FORM

If you have multiple locations: Complete and enclose one for each location that you wish to register.

Business or Individual's Name

Division, Store Location or Number

Address

City State Zip Code

Primary Contact Person

Phone Fax

Signature verifying you have read and understand the merchant agreement

What is the fee charged by your bank when checks are returned? _____

CENTRAL LOCATION – If correspondence should be directed to a central office location, complete the following:

Central location Name

Address

City State Zip Code

Primary Contact Person

Phone Fax

- Send the following Correspondence to the location above:**
- Victim Confirmation** – Acknowledge receipt of bad checks.
- Restitution** – Funds recovered on your behalf.
- Finalization Notices** – Notices of checks that are inactive, resolved, or otherwise finalized.

Merchant Agreement

- If a check is dishonored by the bank because of: Insufficient Funds; Non-sufficient Funds; or Stop payment (where there was no civil dispute), contact the check writer, by mail and phone to demand payment of the check (including the bank's posted service fee for handling returned checks). If the bank returned the check and marked: Closed Account; Refer to Maker; or Unable to Locate you may immediately turn the check over to the Check Enforcement Program.
- We request that you mail the check writer notice of the outstanding balance and allow a five (5) day grace period from the date the letter is received. If the check writer fails to comply, you may send the ORIGINAL or BANK-GENERATED SUBSTITUTE check(s) - and all supporting information to the Check Enforcement Program.
- To submit a check to the Program you must first complete a *Registration Form* that includes the name and address of your headquarters and satellite offices. Please include the charges your bank issues for returned checks and attach supporting documentation of the charges. This information needs to be submitted one time only and is used to manage your account.
- A *Check Complaint Form* is required to be completed for each check writer. It is mandatory that the form be typed or printed neatly when submitted. A form that is illegible will be returned and could delay restitution. In addition, 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 to the Check Enforcement Program. Complaint forms can be requested by phone: (707) 268-2587
- 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: (707) 268-2587
- Bad checks submitted to a collection agency or other similar entities before being submitted to the Program are not eligible. However, if the Program is unsuccessful in securing restitution, you may wish to pursue the matter through a collection agency, small claims court, or other civil action
- 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.
- Once a check has been turned over to the Check Enforcement Program, you may not commence civil proceedings without the express written consent of the program
- If the program is unable to secure restitution and the check cannot be successfully prosecuted, it will be held in an inactive status for three (3) years. If additional checks from the check writer or subsequent new information are received, your check case will be reactivated. You may also request that the check be returned to you for further action by a private attorney or collection agency.