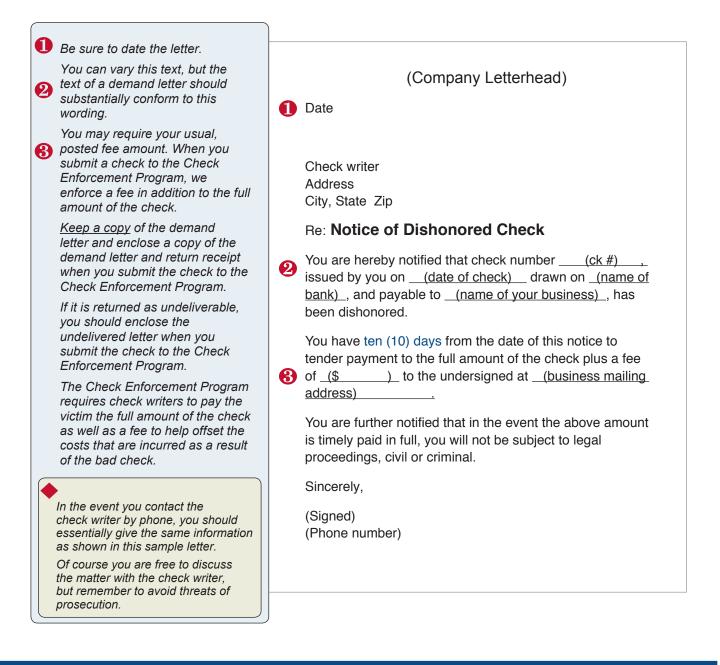
You may wish to post these guidelines in an easily accessible area for managers or other staff responsible for handling dishonored checks.

Sample Demand Letter

Prior to referring a check to the Program, victims of dishonored checks are required to make at least **one attempt to notify the check writer to demand payment** of the check as well as the posted service fee for handling the returned check, including the bank charges incurred as a result of the bad check. Notice must be transmitted **by regular mail**. The check writer must then be given **ten (10) days** to respond. If, after ten days, the matter has not been satisfied, the check can be referred to the Check Enforcement Program.

The sample demand letter below is suitable to send the check writer. The language of the letter conforms to the requirements of the Washington State Statues and the Prosecuting Attorney's Office.

Note: Victims of dishonored checks must not make any threats of prosecution (written or oral) to enforce or enhance the collection or honoring of the check.



Kittitas County Prosecuting Attorney's Check Enforcement Program We will do our best to make sure your dishonored check(s) are handled promptly and efficiently. If you have questions about the Program or any of the dishonored checks you have referred, contact us at the phone number or internet address below.