

**NOTICE OF DISHONORED CHECK**

Date: \_\_\_\_\_

To:

You are hereby notified that a check or instrument numbered \_\_\_\_\_, issued by you on \_\_\_\_\_ (date), drawn upon \_\_\_\_\_ (name of bank), and payable to \_\_\_\_\_, has been dishonored. Pursuant to Georgia law (§13-6-15), you have ten days from receipt of this notice to tender payment of the full amount of the check or instrument plus a service charge of \$25.00 or 5 percent of the face amount of the check or instrument, whichever is greater, plus the amount of any fees charged to the holder of the instrument by a bank or financial institution as a result of the instrument not being honored, the total amount due being \$\_\_\_\_\_. Unless this amount is paid in full within the ten (10) day period, the holder of the check or instrument may file a civil suit against you for two times the amount of the check or instrument, but in no case more than \$500.00, in addition to the payment of the check or instrument plus any court costs incurred by the payee in taking the action.

Mail or deliver the total amount to the following:

Notice Issued by:

Signature: \_\_\_\_\_

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

Title: \_\_\_\_\_