

The Greene County Sheriff's Office has established the following guide to assist your efforts to recover funds.

Checks must meet the following criteria for a **felony**:

- Each check must be written for more than \$1,000.00. (O.R.C. 2913.11)
- Checks must be returned due to insufficient funds or a closed account.
  - No two party checks nor any check indicating "stop payment".
- Checks must have been written within the previous 12 months, but preferably within six (6) months.
- No complaint will be investigated if partial payments are made to the merchant or complainant.
- Stolen for Forged checks may be investigated to determine if misdemeanor or felony charges can be obtained.

Checks must meet the following criteria to be considered a **misdemeanor**:

All misdemeanor bad checks as defined by the Ohio Revised Code, except forgeries, shall be referred to the appropriate Prosecutor's Office within the jurisdiction.

- Each check must be written for less than \$1,000.00. (O.R.C. 2913.11)
- Checks must be returned due to insufficient funds
  - No two party checks.
- Checks must have been written within the previous 12 months, but preferably within six (6) months.

Businesses are required to send a letter certified mail return receipt requested to the maker only if the check(s) are marked "non-sufficient funds". Business owners must give the owner ten (10) days from the date the letter is received to make restitution to the business. The letter must include the service fee (not to exceed \$30.00) and there must be a sign to that effect posted in the business for patrons to see. If the post office returns the envelope with a new address indicated, the business must send a new letter to the new address.

After the return receipt (green card) or the envelope marked "unclaimed" or "moved left no address" is received, the business must provide the following four items to the proper jurisdiction:

1. Original check
2. Photocopy of the letter sent to writer
3. Postmarked receipt of mailing
4. Return receipt (green card) or the unopened envelope marked "Unclaimed" or "Moved, Left No Address"

Filing Misdemeanor charges must be done through the City Prosecutor.

Note: If you accept checks, please obtain proper identification; i.e. driver's license number, phone number, social security number and list this information on the check. If the check is drawn on an out-of-state bank or if the individual is from out-of-state, obtain the individual's date of birth as well.