



La Crosse County District Attorney's  
Check Enforcement Program

Check  
Complaint Form

Submit to: District Attorney's  
Check Enforcement Program  
333 Vine Street, Room 1100  
La Crosse, WI 54601

VICTIM INFORMATION

Victim Company/Organization/Individual Name \_\_\_\_\_ Phone No. \_\_\_\_\_

The undersigned states that he/she has actual knowledge of the facts stated below and believes that they are true as presented. Further, the undersigned relinquishes all rights for acceptance of restitution unless directed by the District Attorney's Office. The undersigned confirms that he/she has authority to act for any organization for which he/she is making this referral.

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Certain checks are civil rather than criminal issues. Please check this box to verify that no check(s) submitted were post-dated or accepted as payment on an account and that there was no agreement to hold any check.

CHECK-WRITER INFORMATION

Name: First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_ Suffix \_\_\_\_\_  
Address \_\_\_\_\_ Phone Number(s) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: M  F   
Physical description: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Driver's License # \_\_\_\_\_ State Where Issued \_\_\_\_\_ E-mail: \_\_\_\_\_

Please list any additional information to help identify or locate the check writer: \_\_\_\_\_

**IMPORTANT** It is important to try to establish positive ID. It can be done two ways:

(1) if photo ID is verified and noted or (2) the person taking the check can positively identify the check writer. If possible, list the name of the person who can positively identify the check writer for each check below.

Qualifying Checks:

- Insufficient Funds or
- Non-sufficient funds
- Closed Account
- No Account

Non-qualifying Checks •

- Checks passed when both parties knew there were insufficient funds at the time of the transaction
- Stop payment checks
- Counterfeit or Forged checks
- Postdated, pre-dated or altered checks
- Checks written toward pre-existing debt
- Refer-to-Maker checks
- Checks older than 180 days

CHECK INFORMATION

1 Reason check was dishonored:  NSF  Account Closed  No Account

Ck. No.	Date passed	Amount	Was photo ID verified? Y/N	Person who accepted check	Was partial payment accepted? <input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	\$ _____	_____	_____	If yes, what amount? \$ _____
					Can the person who accepted this check positively identify the check writer? <input type="checkbox"/> Yes <input type="checkbox"/> No

2 Reason check was dishonored:  NSF  Account Closed  No Account

Ck. No.	Date passed	Amount	Was photo ID verified? Y/N	Person who accepted check	Was partial payment accepted? <input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	\$ _____	_____	_____	If yes, what amount? \$ _____
					Can the person who accepted this check positively identify the check writer? <input type="checkbox"/> Yes <input type="checkbox"/> No

3 Reason check was dishonored:  NSF  Account Closed  No Account

Ck. No.	Date passed	Amount	Was photo ID verified? Y/N	Person who accepted check	Was partial payment accepted? <input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	\$ _____	_____	_____	If yes, what amount? \$ _____
					Can the person who accepted this check positively identify the check writer? <input type="checkbox"/> Yes <input type="checkbox"/> No

4 Reason check was dishonored:  NSF  Account Closed  No Account

Ck. No.	Date passed	Amount	Was photo ID verified? Y/N	Person who accepted check	Was partial payment accepted? <input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	\$ _____	_____	_____	If yes, what amount? \$ _____
					Can the person who accepted this check positively identify the check writer? <input type="checkbox"/> Yes <input type="checkbox"/> No

**IMPORTANT:** Please staple the **original or bank-generated substitute check copy(ies)** to this page along with a copy of your **notice(s) of nonpayment and dishonor of the check** which was sent to the check writer.