

OFFICE OF PROSECUTING ATTORNEY

St. Louis County
Bad Check Division
County Courts Building
7900 Carondelet
Clayton, Missouri 63105

ROBERT P. McCULLOCH
Prosecuting Attorney

(314) 615-7522
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INSTRUCTIONS TO VICTIMS

OF STOP PAYMENT CHECKS

THE OFFICE OF PROSECUTING ATTORNEY OF ST LOUIS COUNTY **DOES NOT** PROCESS CHECKS THAT HAVE NOT BEEN HONORED BY A BANK DUE TO STOP-PAYMENT REQUESTS.

THE LAW REQUIRES THE PAYEE OF THE CHECK TO SEND A CERTIFIED OR REGISTERED LETTER TO THE ISSUER OF THE CHECK, AT THE ADDRESS THAT APPEARS ON THE DISHONORED CHECK OR AT HIS/HER LAST KNOWN ADDRESS. IF THE CHECK IS NOT MADE GOOD WITHIN TEN DAYS OF RECEIPT OF THE NOTICE, YOU MAY **TAKE THE CHECK, A COPY OF THE LETTER, AND PROOF OF THE CERTIFIED OR REGISTERED MAIL** THAT WAS DEPOSITED IN THE UNITED STATES MAIL TO THE POLICE DEPARTMENT THAT PATROLS THE AREA WHERE THE CHECK WAS RECEIVED, AND ASK THAT DEPARTMENT TO INVESTIGATE THE MATTER AND APPLY FOR AN ARREST WARRANT.

ENCLOSED FOR YOUR CONVENIENCE IS A SAMPLE LETTER THAT COMPLIES WITH THE LAW REGARDING NOTICE TO THE ISSUER OF THE CHECK. **THE NAME OF THIS OFFICE SHALL NOT APPEAR ON ANY CORRESPONDENCE FROM THE PAYEE TO THE ISSUER OF THE CHECK.**

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SAMPLE NOTICE FOR STOP PAYMENT CHECK

(DATE)

MR JOHN SMITH
123 NORTH AVENUE
ST LOUIS MO 63100

RE: CHECK #123 DATED JANUARY 1, 2010
DRAWN ON ACCOUNT 345678 MERCHANTS BANK
STOP PAYMENT CHECK

MR SMITH:

TAKE NOTICE THAT THE ABOVE NOTED CHECK WHICH YOU ISSUED TO THIS PAYEE FOR (DESCRIBE WHAT CHECK WAS FOR, E.G., MERCHANDISE) HAS NOT BEEN PAID BECAUSE OF A STOP PAYMENT ORDER BY YOU TO THE DRAWEE.

YOUR FAILURE TO MAKE GOOD THIS CHECK WITHIN TEN (10) DAYS OF RECEIPT OF THIS NOTICE MAY SUBJECT YOU TO CRIMINAL PROSECUTION FOR FRAUDULENTLY STOPPING PAYMENT OF AN INSTRUMENT.

SIGNATURE
NAME OF PAYEE
ADDRESS OF PAYEE