

HELPFUL HINTS TO MERCHANTS OF ELLIS COUNTY FOR RECEIVING CHECKS

1. REQUEST PROPER IDENTIFICATION FROM CHECK WRITER FOR VERIFICATION.
2. CLERKS SHOULD ALWAYS WRITE THE DRIVER'S LICENSE NUMBER AND DATE OF BIRTH ON THE FACE OF THE CHECK. THIS PROCEDURE SHOULD BE DONE BY THE CLERK AND NOT THE CHECK WRITER.
3. IT IS NOT A REQUIREMENT FOR THE BUSINESS TO SEND CHECK WRITER A CERTIFIED LETTER AS THE DISTRICT ATTORNEY'S OFFICE WILL SEND A CERTIFIED LETTER BEFORE FILING CRIMINAL PROSECUTION.
4. THE NAME OF THE BUSINESS SHOULD APPEAR ON THE CHECK AS RECEIVER OF CHECK AND THE DATE THE CHECK WAS PRESENTED SHOULD BE ON THE FACE OF THE CHECK.
5. MAKE CERTAIN THAT THE PERSON HAS SIGNED THE CHECK AS THE CHECK WRITER AS OUR OFFICE IS UNABLE TO ACCEPT CHECKS WITHOUT THIS SIGNATURE.
6. A FINGERPRINT IDENTIFICATION IS HIGHLY RECOMMENDED ON THE FACE OF THE CHECK.
7. MERCHANTS SHOULD NEVER TAKE POST-DATED OR HOLD CHECKS AS OUR OFFICE IS UNABLE TO ACCEPT THESE CHECKS FOR COLLECTION/PROSECUTION.