



Washington County District Attorney's
Check Enforcement Program

150 North First Ave. • Suite 300 MS40 • Hillsboro, Oregon 97124

Merchant Registration

The Washington County Check Enforcement Program requires that Victims register with our office. This information helps speed up processing of checks and helps assure the prompt and accurate transmittal of recovered funds. Please take a few minutes to complete the form below so that we can update our records. **Thank you for your help.**

Business or Individual Information – Please include company name as well as the division or store name that applies to your particular location. Include a contact person's name and phone number. If more than one person is responsible for bad checks in your organization, include that person's name also.

NOTE: This information is to be used only by the District Attorney's Office and its agents for the purpose of managing bad checks that have been turned over to the District Attorney's Office.

1. Business or Individual Information

Business or Individual's name _____

Division, store number or location (if applicable) _____

Address _____

City _____ State _____ Zip Code _____

Primary contact _____

Phone _____ FAX _____

Number of cash registers for which you will need Notification Signs _____

Approximate number of bad checks you receive each year _____

If several business locations are involved, please fill out this form for each of them.

2. Many companies work through a central office. If that is true for your location, please include this information. Special handling requests should also be included. We will do our best to comply, but we cannot guarantee all requests can be honored.

Central Location Information

Location Name _____

Primary Contact _____

Address _____

City _____ ST _____ Zip _____

Phone _____ FAX _____

4. Special Handling requests: _____

3. ✓ Send the following to Central Location address:

_____ **Victim Confirmation** - acknowledging receipt of bad checks for handling.

_____ **Restitution** - Restitution checks and confirmation letters.

_____ **Finalization Notice** - Notices of checks being returned as uncollectible, cases resolved or otherwise finalized.

_____ **Other** - Miscellaneous communications. Specify: _____

Merchant's Agreement

Any merchant or individual who receives an “Insufficient Funds,” or “No Account” or “Account Closed” check may use the District Attorney’s Check Enforcement Program. The Program is completely funded by the check offenders.

The following outlines the merchant’s or individual’s responsibility in handling bad checks through the Check Enforcement Program:

1) The Washington County Check Enforcement Program is a Diversion Program which offers the check writer a chance to pay the checks and fees instead of facing prosecution.

2) If a check is not honored by the bank, you must contact the check writer by mail. You may not submit the check to a collection agency prior to submitting the check to the Washington County Check Enforcement Program.

3) Check writers must be allowed 15 days to comply by paying the full amount of the dishonored check plus a bank charge fee. (This is the actual service fee amount charged by your bank for handling bad checks. You must indicate the bank charge amount on the Check Complaint form.)

If the check writer fails to comply within the allowed 15 day period, you may immediately turn the check - and any supporting information - over to the Check Enforcement Program.

4) To refer a check to the Check Enforcement Program, you must fill in the Check Complaint Form and attach it to the original check and forward it within 90 days of receiving the check to:

Washington County District Attorney’s Office
Check Enforcement Program
150 N. First Avenue, Ste. 300, MS 40
Hillsboro, OR 97124

5) Make copies of all documents you submit to the Check Enforcement Program - including both sides of the original check. Submit the originals and retain the copies for your files.

6) This agreement may be amended from time to time by the District Attorney and such amendments will be effective upon mailing of a notice to the undersigned party.

7) Direct all inquires about the check(s) that you submit to the Check Enforcement Program – call 1-888-229-6276 or write to the address indicated below.

8) For various reasons, the Check Enforcement Program can not guarantee that all checks submitted will be recovered or prosecuted. Additionally, some types of checks may not qualify for the Program. These include but are not limited to the following:

- Checks for an amount greater than \$750
- Post-dated, pre-dated or updated checks
- Checks older than 90 days
- Stop payment checks
- Checks passed outside Washington County
- Checks marked “Refer to Maker”
- Checks sent through the mail
- Rent checks
- Two-party checks
- Checks drawn on out-of-state banks

Victims may still wish to pursue these checks with the help of an attorney, a collection agency or in a small-claims or civil court proceeding.

The undersigned acknowledges that the Washington County District Attorney’s Check Enforcement Program is a voluntary program provided by the Washington County District Attorney’s Office. No liability is assumed by the above parties in connection with this program nor are said parties guaranteeing the payment of restitution in any amount by the offender. The only remedy will be to request return of the check from the program.

Retain a copy of this agreement and return the original to:

Washington County District Attorney’s Office
Check Enforcement Program
150 N. First Avenue, Suite 300, MS 40
Hillsboro, Oregon 97124

PRINT NAME: _____

DATE: _____

SIGNATURE: _____