



Jo Anne Bernal
El Paso County Attorney
www.epcounty.com/hotcheck

REQUEST FOR PROSECUTION

I understand that if charges are filed, a warrant will be issued for the accused who may be placed in jail. I **will not** accept any payments once checks have been turned over to the County Attorney's Office. I understand that all checks become a part of the official records of the County Attorney's Office and will not be returned to either the payee or the check writer.

CHECK WRITER INFORMATION: PLEASE FILL OUT ALL INFORMATION IF POSSIBLE:

NAME: _____ DL/ID # _____ STATE: _____

DOB: _____ Active Military: Y/N

CHECK WRITER'S ADDRESS: _____ CITY _____ STATE _____

I DO NOT HAVE THE IDENTIFICATION FOR THE CHECK WRITER BUT THE FOLLOWING INDIVIDUAL CAN IDENTIFY THE CHECK WRITER AS THE INDIVIDUAL THAT PASSED CHECK NO. _____

NAME: _____ DL/ID # _____ STATE: _____

DOB: _____ Active Military: Y/N

ADDRESS: _____ CITY _____ STATE _____

MERCHANT INFORMATION:

BUSINESS NAME: _____ EMAIL: _____

ADDRESS: _____ ZIP CODE: _____

OWNERS/MANAGERS NAME: _____ PHONE: _____

OFFICE CONTACT: _____ PHONE: _____

HOME ADDRESS: _____ CITY: _____ ZIP _____

TYPE OF SERVICE/MERCHANDISE RENDERED: _____

PLEASE BE SPECIFIC

SALES CLERK INFORMATION: (Person who took check from check writer)

NAME: _____ EMAIL: _____

HOME ADDRESS: _____ CITY _____ ZIP _____

HOME PHONE/CELL: _____

CAN SALES CLERK IDENTIFY THE CHECKWRITER? YES _____ NO _____

IS IT YOUR COMPANY POLICY TO COMPARE ID PICTURE AND SIGNATURE TO THE PERSON PASSING THE CHECK?

Yes _____ No _____

By submitting this form electronically, I, _____ HEREBY STATE THAT
THE ABOVE STATED INFORMATION IS

TRUE TO THE BEST OF MY KNOWLEDGE.

DATE: _____

PLEASE ATTACHED WITH MERCHANT INTAKE FORM:

1. PICTURE OR SCANED IMAGE OF THE CHECK – FRONT AND BACK. STAMPED NSF, ACCOUNT CLOSED
2. ORIGINAL CHECK OR DOCUMENT FROM THE BANK WILL HAVE TO BE BROUGHT PHYSICALLY OR SENT BY MAIL TO THE COUNTY ATTORNEY’S OFFICE WITHIN 10 DAYS OF THE DATE OF THIS REQUEST
3. COPIES OF ANY RECEIPTS, INVOICES, CONTRACTS, IDENTIFIERS OR RENTAL AGREEMENTS SHOULD ALSO BE PRESENTED WITH THE ORIGINAL CHECK.

The Hot Check Department at the El Paso County Attorney’s Office is here to serve you. Our office has collected and returned substantially more restitution and fees to merchants like you each and every year since our Hot Check Division at the County Attorney’s office has been in existence. Please help us do our best to ensure collection by accurately and completely filling out our intake form.