

SILOAM SPRINGS POLICE DEPARTMENT
PROCESS FOR INSUFFICIENT FUNDS "NSF" CHECKS

The Police Department Records Division processes paperwork for the District Court to issue arrest warrants for insufficient funds checks passed within the city limits of Siloam Springs, Arkansas. To assist you in this process, the Police Department requires the **original check**, the **Certified Return Receipt card**, and the **Affidavit of Complaint form**. Copies of the form are available at the Police Department.

Police Records can help you only if the amount of the check is less than \$500.00. Any check for \$500.01 or more (or checks on the same account totaling \$500.01 or more within a 90-day time frame) is a felony and will need to be filed with the Benton County Prosecuting Attorney's Office in Bentonville, Arkansas.

- Each check accepted by you or your place of business needs an **identifier** written on the check. An identifier is the date of birth, State identification number or driver's license number of the person who signs the check. Without an identifier, the check cannot be processed for a warrant. We cannot provide identifiers for you if none are written on the check.
- When you receive a check from the bank noted as "non-sufficient funds" or "account closed," you must mail a **certified letter** to the person who signed the check, requesting payment for the check. The Police Department has a form letter available for this purpose, free of charge.
- After the customer has received or rejected the letter, wait the required ten days from the date of signature on the certified return receipt card, and then bring the check and the card to the Police Department. If the card is still attached to the envelope, keep it attached.
- You or your company personnel will fill out the Affidavit of Complaint form, which must be signed in the presence of a notary. A notary is available at the Police Department.

If the check is known or suspected to be a forgery, an officer will take a report and the Police Department will investigate the case. If you believe a check may be forged, please handle it as little as possible, and place it in an envelope for the protection of evidence.

If you have any questions, please call the Records Division of the Siloam Springs Police Department at 479 524-4118. We are open Monday through Friday, from 8:00 a.m. to 4:00 pm.

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