5. If any of questions 1 - 9 on the IOWC Questionnaire (Page 3) are answered "**NO**", or if any of questions 10 – 15 are answered "**YES**", you **CANNOT** file a complaint with the Milwaukee Police Department. You must proceed to Small Claims Court.

6. If question 17 on the IOWC Report is answered "**NO**", then the check is a forgery and you must obtain a notarized affidavit of forgery and file a **FORGERY** complaint by following the forgery complaint instructions on the Milwaukee Police Department website.

7. Once the forms have been completed, submit the forms in person to the district in which you reside to file your complaint. You must bring the **original check, copy of the 5-day demand letter, signed postal return receipt or the returned 5-day demand letter, and the properly completed IOWC Report to the district.**

8. In order to file an IOWC complaint with the Milwaukee Police Department, you must be able to make available any persons who are needed for the prosecution of this case. If the person(s) needed as witnesses refuse or fail to cooperate in the case, your complaint could be withdrawn and the prosecution stopped.

9. If you file an IOWC complaint, and you later receive payment for the worthless check, you must notify the Milwaukee Police Department immediately. Be aware that entering into any agreement to accept payment for the worthless check(s) by way of a payment schedule causes your IOWC complaint to be null and void. If payment is to be accepted from the writer of the worthless check, it is in your best interest to accept the full amount owed in cash, money order or cashier's check. You should also provide the check writer with a receipt for payment.