City of Milwaukee

Police Department

Edward A. Flynn
Chief of Police

TO WHOM IT MAY CONCERN:

This packet contains the necessary forms and instructions for you to file an **ISSUE OF WORTHLESS CHECK (IOWC)** complaint under Wisconsin State Statute 943.24. Complete this packet only for checks over $2,500.00. For checks under $2,500.00, contact the Milwaukee County District Attorney's Office Diversion/Accountability Worthless Check Diversion Program (www.financialcrimes.net or 414-393-9385) **Only** those checks received by you **within** the City of Milwaukee may be filed with the Milwaukee Police Department. You may reproduce any materials within this packet that are necessary for filing a complaint. For additional information regarding IOWC or completing this packet, go to www.milwaukee.gov/police, click on the link on the left hand side of the page called "Information and Services" and then click on Financial Crimes U
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tt is important that all of the forms filed by you are complete, accurate and legible; therefore, they must be typed or printed in black ink. It is equally important that you refer to the "Issue of Worthless Check Policy Exceptions" list that provides information on matters pertaining to civil actions. If your situation includes any of the items listed on the Policy Exceptions, you **CANNOT** file an IOWC complaint with the Milwaukee Police Department. This does not mean that you cannot attempt to recover your losses, but rather that it must be done through Small Claims Court (see the bottom of Policy Exceptions list for Small Claims Court contact information).

The following are the requirements for filing an IOWC complaint with the FCU:

1. You must have the original check (handle as little as possible and place in a clear plastic bag or envelope). **The complaint check must be in an amount over $2500.00, except as indicated in number 7 below.**

2. The check must have been processed through the banking system **OR** you must have documentation from the issuing bank, either on the check itself **OR** on the bank's letterhead, stating the reason the check was not processed (i.e. non-sufficient funds, account closed, etc.).

3. You must have sent a **five (5) day demand letter** (useable sample attached) and a copy of the check to the last known address of the check writer via **certified mail with a return receipt requested.**

4. Once the 5-day demand letter has been delivered and you have received the signed postal receipt for the letter, and still no payment has been received, or you receive the 5-day demand letter returned as undeliverable or unclaimed, you may then fill out an "Issue of Worthless Check Report" (Form PI-33E).

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Web Site: http://www.milwaukee.gov/police