

IN ORDER TO SUSTAIN A CRIMINAL PROSECUTION, THE PERSON ACCEPTING THE CHECK SHOULD VERIFY AND RECORD THE FOLLOWING INFORMATION ON THE CHECK:

- ◆ Full name of person presenting the check. (First name, last name, and middle initial)
- ◆ A residence address. (Or business address if it is a business check)
- ◆ Home and work phone numbers, employer name and address, social security number, if possible.
- ◆ Whether a Washington State Driver's License, a Washington State ID card, or valid Military ID with a photograph was presented.
- ◆ That the identification number from the photo ID was recorded on the face of the check along with the initial of the person recording the information.
- ◆ The person accepting the check must have compared the signature on the check with the signature on the picture ID.
- ◆ If the photograph and the signature match with the person presenting the check, the person accepting the check should write, "Photo Check" near their initials indicating that they have taken this step.
- ◆ No out of area bank checks, post dated checks, two party checks or checks accepted when there was knowledge of insufficient funds will be accepted for prosecution.

CRIME PREVENTION PRESENTATIONS AVAILABLE ON:

- ◆ PERSONAL SAFETY
- ◆ HOMELAND SECURITY
- ◆ HOME AND PROPERTY SECURITY
- ◆ INTERNET SECURITY
- ◆ IDENTITY THEFT
- ◆ COMMUNITY CRIME PREVENTION
- ◆ AUTOMOBILE SAFETY
- ◆ TRAVEL SAFETY
- ◆ INTERNET SECURITY
- ◆ TELEPHONE/CELL PHONE SECURITY
- ◆ CHILD SAFETY
- ◆ DISASTER PREPAREDNESS

To schedule presentations contact:
Pierce County Sheriff's Department
253-798-3624



Forged Checks Stolen Credit Cards

**Things you can do to
protect your company.**

Pierce County Sheriff's
Department
930 Tacoma Avenue South
Tacoma WA 98402

253 798 3624

BE AWARE - Know what to do!

IDENTIFICATION

- ◆ Always ask for proper photo identification on all checks which includes a Washington State Drivers or identification card and/or military ID cards. ACCEPT photo IDs ONLY!
- ◆ DO NOT accept a pre-printed identification number on the check or a hand written number. Often times the suspect will have a story about how their wallet or purse was stolen and they don't have their identification with them. They will attempt to have the merchant sympathize with them and allow the check without proper identification.
- ◆ Examine the identification card to insure it is legitimate. Beware of photos, laminated on someone else's' ID card. Feel the card for raised areas indicating tampering. When you see the lamination has separated be extra cautious.
- ◆ Check to see the written physical description matches the person presenting the ID. (i.e., height, weight, eye color)

CASH REFUNDS

- ◆ Do not do cash refunds without receipts.
- ◆ Be cautious about cash refunds when the original purchase was done by check.
- ◆ Policy should dictate that cash refunds are not to be done until it is known that the check has cleared the bank.

CHECKS

- ◆ Compare the signature on the ID to the signature completed in your presence. Suspects will pretend they are signing the check while waiting in line. Actually it was forged at home.
- ◆ Check the spelling of the name on the signature to the name on the check. Forgery suspects often misspell the name they are trying to forge.
- ◆ Do NOT accept checks that are not legible.
- ◆ Look out for checks that appear to have been wet at one time then dried.
- ◆ Do NOT accept checks written in felt tip pens. These are used to write over old writing on "washed" checks.
- ◆ Checks should be written in ink.
- ◆ Be cautious when customers are writing checks for merchandise with a maximum cash back.
- ◆ Be cautious of checks drawn on out of state banks and/or checks listing the account holder's address as not in the area of you location. Why is a customer shopping at a chain store location in Tacoma when their home is Bremerton or Seattle?



FORGERS

- ◆ Notice the type of merchandise being purchased; fast shopping, random sizes, selections or lack of concern about prices.
- ◆ Don't expect the forger to look like a criminal. Usually suspects will dress up when they are passing checks. Don't expect suspects to be nervous. When told there are potential problems with their check, experienced forgers will remain extremely calm.

CREDIT CARD

- ◆ Use the same precautions in processing a credit card as you use when processing a checks. ALWAYS check the signature of the signer with the signature on the back of the card.
- ◆ Ask for a photo ID and again compare the signature.
- ◆ If you have suspicions, call the credit card company.

COUNTERFEIT CURRENCY, CHECKS, and TRAVELERS CHECKS

- ◆ The paper usually feels different.
- ◆ Sometimes you will see small dots all over the paper, caused by scanning the original and the printer picks up the image.
- ◆ Use the usual visual checks for currency.

LISTEN TO YOUR INSTINCTS - IF SOMETHING DOESN'T FEEL RIGHT ABOUT THE TRANSACTION, THE SITUATION OR THE PERSON, YOU ARE PROBABLY RIGHT.