

TIPS TO AVOID CHECK FRAUD

There are precautions you can take to reduce the risk of check fraud.

POSITIVELY IDENTIFY THE PERSON GIVING YOU THE CHECK.

Request to see a Colorado Driver's License or Colorado State Identification Card. The absence of a Driver's License or state-issued ID raises a red flag!

A driver's license provides not only a photo of the person giving you the check, but includes the following important information:

1. Driver's License number or ID number (record this on the check);
2. Address (verify with address printed on the check);
3. Date of Birth (inscribe this on the check also).

Ask yourself:

1. Does the picture on the ID look like the same person giving you the check?
2. Does the signature on the ID look the same as the signature on the check?
3. Has the person recently moved? If so, ask about it.

In order to attempt to collect on bad checks or to prosecute an offender, you must be able to positively identify the person who gave you the check.

Making it a habit to compare the photo on the person's ID and to write down the above information is the best way to be able to identify the person giving you the check at a later date.

EXAMINE THE CHECK.

Carefully examine the check itself, looking for the following built-in warning signs:

1. Is all the information on the check pre-printed?
2. Has the printed information on the check been altered?
3. Is the signer's name the same as the preprinted name?
4. Is the address a P.O. Box? Obtain a street address and phone number.
5. Does the hand-writing on the different parts of the check (date, payee, amount, memo, signature) appear to be written by different people? For example, different colors of ink, styles, etc.
6. Are the checks temporary checks?

Remember: You can call the person's bank during business hours to verify the availability of funds.



FOLLOW THESE RULES.

On a regular basis, discuss with your clerks and sales staff the following rules and follow them without exception:

1. Do not accept out-of-state checks.
2. Do not accept third-party checks.
3. Do not accept in-state checks without a valid Colorado Driver's License.
4. Do not accept Social Security cards, credit cards, passports, etc., as identification.
5. Do not accept the Driver's License of another party as identification for the person giving you the check.
6. Do not accept the check if the signature on the check does not look like the signature on the Driver's License or ID card..
7. Do not accept counter or temporary checks without special verification. Always insist on a second form of identification and obtain a local address.

WHEN IN DOUBT . . . DON'T accept the check!