

OFFICE OF THE TRAVIS COUNTY DISTRICT ATTORNEY  
THEFT BY CHECK INFORMATION SHEET

**I DEFENDANT**

NAME \_\_\_\_\_ IDENTIFICATION \_\_\_\_\_  
ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_  
EMPLOYMENT \_\_\_\_\_ IS THIS A COMPANY CHECK? \_\_\_\_\_  
ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_  
OTHER INFORMATION FOR LOCATING THE DEFENDANT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**II COMPLAINANT**

PERSON FILING \_\_\_\_\_ PHONE \_\_\_\_\_  
BUSINESS \_\_\_\_\_ ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_  
PERSON WHO ACCEPTED CHECK \_\_\_\_\_ PHONE \_\_\_\_\_  
IS HE/SHE STILL EMPLOYED? \_\_\_\_\_ HOME PHONE # \_\_\_\_\_  
CAN WITNESS I.D. CHECK WRITER? \_\_\_\_\_ IF NOT, WHO CAN? \_\_\_\_\_  
DESCRIBE IN DETAIL PROPERTY OR SERVICES GIVEN FOR CHECK. (ATTACH INVOICES) (GIVE UNIT, AMOUNT AND DETAILED DESCRIPTION \_\_\_\_\_  
\_\_\_\_\_

AMOUNT OF CHECK \_\_\_\_\_ DATE \_\_\_\_\_ BANK \_\_\_\_\_

**ANSWER THE FOLLOWING QUESTIONS:**

Was check thought to be good when taken? \_\_\_\_\_ Was it a partial payment? \_\_\_\_\_ Was it a down payment? \_\_\_\_\_  
Deposited within 30 days? \_\_\_\_\_ Post-dated? \_\_\_\_\_ A hold check? \_\_\_\_\_ Passed in Travis County? \_\_\_\_\_  
Was check a payment on an account? \_\_\_\_\_ Has property been returned? \_\_\_\_\_  
Banked stamped check: NSF \_\_\_\_\_ Closed \_\_\_\_\_ Other \_\_\_\_\_ If check is stamped ACCOUNT CLOSED, no demand letter is required. If check is \$150 dollars or more, a certified letter was mailed on \_\_\_\_\_ And returned signed by \_\_\_\_\_  
or unaccepted \_\_\_\_\_ Has complainant accepted any partial restitution on this check? \_\_\_\_\_

BY MY SIGNATURE BELOW I CERTIFY THAT I FULLY UNDERSTAND THE FOLLOWING FACTS CONCERNING MY COMPLAINT:

- 1. THE DISTRICT ATTORNEY'S OFFICE ASSUMES FULL CONTROL AND DISPOSITION OF THIS CASE.
- 2. UPON COLLECTION OF MONIES OR INDICTMENT, CHECK (S) ARE RETAINED BY THE DISTRICT ATTORNEY AS PART OF THE OFFICIAL RECORD OF THIS OFFICE AND WILL NOT BE RETURNED TO PAYEE OR THE MAKER OF THE CHECK.
- 3. AFTER THE FILING OF THIS CHECK, RESTITUTION CANNOT BE ACCEPTED BY ANYONE, UNLESS IT IS RECEIVED FROM AN AGENCY DESIGNATED BY THIS OFFICE. ARTICLE 38.06 OF THE TEXAS PENAL CODE STATES:" A COMPLAINING WITNESS COMMITS AN OFFENSE IF, AFTER CRIMINAL PROCEEDINGS HAVE BEEN INSTITUTED, HE SOLICITS, ACCEPTS, OR AGREES TO ACCEPT ANY BENEFIT IN CONSIDERATION OF ABSTAINING FROM, DISCONTINUING OR DELAYING THE PROSECTUION OF ANOTHER FOR AN OFFENSE."
- 4. I UNDERSTAND THAT IF CHARGES ARE FILED, A WARRANT WILL BE ISSUED FOR THE MAKER OF THE CHECK, AND IT IS MY RESPONSIBILITY AS COMPLAINANT TO IDENTIFY IF NECESSARY THE MAKER IN A COURT OF LAW.
- 5. THE DISTRICT ATTORNEY'S OFFICE IS A PROSECUTING AGENCY, NOT A COLLECTION AGENCY.
- 6. THE DISTRICT ATTORNEY'S OFFICE CANNOT GUARANTEE RESTITUTION.

I HEREBY SWEAR OR AFFIRM THAT THE INFORMATION SHOWN IN ITEMS I AND II ABOVE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
COMPLAINANT (AGENT)

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_ BY THE SAID AFFIANT OF TRAVIS COUNTY, TEXAS KNOWN TO ME PERSONALLY OR VERIFIED BY PHOTO IDENTIFICATION AS REQUIRED BY LAW IN THE CAPACITY STATED.

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF TEXAS

\_\_\_\_\_  
(PRINTED NAME OF NOTARY)

\_\_\_\_\_  
MERCHANT # \_\_\_\_\_