



JOHN SMITH
123 MAIN STREET
MEMPHIS, TN 38103

RE: Check Return

Reference ID: 112233445566

Your check #1234 processed on **01/02/20** for plate # **111AAA** was returned unpaid.
The return reason is marked below:

- | | |
|---|--|
| <input type="checkbox"/> No Acct/Cannot Locate | <input type="checkbox"/> Invalid Account Number |
| <input type="checkbox"/> Account Closed | <input type="checkbox"/> Stopped or Unauthorized Payment |
| <input type="checkbox"/> Account Frozen/Uncollected Holds | <input checked="" type="checkbox"/> Insufficient Funds |

You are responsible for repaying the amount of the check \$862.10 plus an additional \$29.00 returned check fee. **The total due is now 891.10.**

You have 10 days from the date of this letter of notice to make payment in full by **cashier's check, money order, cash or credit/debit card.**
NO OTHER PERSONAL CHECKS will be accepted as payment.

You can make your payment:

- In Person at any branch of the SHELBY County Clerk's office.
- Online at https://www.tncountyclerk.com/returned_checks/ (Only credit and debit card payments are accepted).
Check # **1234**.
- By Mail (only money orders or cashier's check are accepted). Also include the bottom portion of this letter.

If you need assistance or have questions, please call (901)222-3059 Mon – Fri 8:30 - 4:15.

Passing a bad check is a crime in the State of Tennessee. If you have not made payment in full within 10 days, a Complaint will be filed with the appropriate authorities to initiate prosecution by the Shelby County District Attorney General's office.

Furthermore, if you do not make payment in full within 10 days, in addition to the fees for the returned check, additional fines, court costs, attorney fees, and jail time may be incurred.

AMOUNT DUE: **891.10**
Reference ID: **112233445566** — Reference Number

Make Cashier's Checks & Money Orders Payable to:
SHELBY COUNTY CLERK
ATTN: Business Tax
150 Washington Avenue
Memphis, TN 38103