

# BAD CHECK REFERRAL SHEET

1. Check was taken by: \_\_\_\_\_

Employment Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

2. Date check was taken: \_\_\_\_\_ Check Number: \_\_\_\_\_

3. Check one:

a. Presenter was known personally to employee.

b. Employee check the following photo ID for verification of identity or address:

1. Driver's License

2. Military ID

3. State ID

4. Other (Please Specify) \_\_\_\_\_

\_\_\_\_\_

4. If information is obtained from a bank regarding the check, please provide the information, and the name, address and telephone number of the bank contact person:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_