



Maricopa County Attorney

Demand for Payment Notice Letter Guidelines

1. There are two types of Demand for Payment Notice Letters:
 - Letter A is for checks \$4999.99 or less; a Class 1 Misdemeanor
 - Letter B is for checks \$5000.00 or more; a Class 6 Felony
2. Prepare and send the applicable Demand for Payment Notice Letter by certified mail to the check writer's last known address.
3. Do not change the language in the Demand for Payment Notice Letter - it contains language required by law.
4. If the check writer offers to pay you in full for the bad check within the statutory period (**See Notes**) following receipt of the Demand for Payment Notice Letter, accept only a money order or cashier's check.
5. Do not accept partial payment from the check writer.
6. Do not return the bad check to the check writer until you receive full payment.
7. If the check writer does not respond to the Demand for Payment Notice Letter, you may submit forms to the Check Enforcement Program by following the procedures outlined in the Maricopa County Attorney's Office Check Enforcement Guidebook.

Notes:

If a Demand for Payment Notice Letter is sent according to these guidelines, then:

- If you send Form A, the statutory period is 17 days after the Demand for Payment Notice Letter was mailed.
- If you send Form B, the statutory period is 65 days after the Demand for Payment Notice Letter was mailed.

MARICOPA COUNTY CHECK ENFORCEMENT PROGRAM
225 W Madison Street
Phoenix, AZ 85003
602-372-7300

www.maricopacountyattorney.org/CEP