

NEW YORK*

***New York requires two written demands be sent to the customer before bringing a civil action.**

The second written demand for payment of the dishonored check should be sent to the customer's last known residence address or last known place of business by first class mail on or after the fifteenth day following the date of receipt of the first written demand for payment.

Both demands for payment sent to the customer are required to be printed in at least ten-point type in both the English and Spanish languages.

DATE: _____

TO: _____

NAME OF DRAWER

LAST KNOWN RESIDENCE,

ADDRESS OR PLACE OF BUSINESS

Your check in the amount of \$ _____, dated _____

PAYABLE TO THE ORDER OF XYZ CORPORATION

Has been dishonored by the bank upon which it was drawn, because:

you had no account with that bank.

you had insufficient funds on deposit with that bank.

If you do not make payment, you may be sued under section 11-104 of the general obligations law to recover payment. If a judgment is rendered against you in court, it may include not only the original face amount of the check, but also additional liquidated damages, as follows:

--If you had no account with the bank upon which the check was drawn, an additional sum which may be equivalent to twice the face amount of the check or seven hundred fifty dollars (\$750.00), whichever is less; or

1ST NOTICE OR 2ND AND FINAL
YOU MAY BE SUED 30 DAYS
AFTER THE DATE OF THIS
NOTICE IF YOU DO NOT MAKE
PAYMENT

--If you had insufficient funds on deposit with the bank upon which the check was drawn, an additional sum that may be equivalent to twice the face amount of the check or four hundred dollars (\$400,00), whichever is less.

PLEASE MAKE PAYMENT IN THE AMOUNT OF \$_____ TO:

XYZ CORPORATION

ADDRESS TO WHICH PAYMENT SHOULD
BE DELIVERED

IF YOU DISPUTE ANY OF THE FACTS LISTED ABOVE, CONTACT XYZ
CORPORATION IMMEDIATELY.

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[XYZ CORPORATION]

[ADDRESS]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

