

UTAH

[DATE]

[NAME OF ISSUER],

You are notified that the check(s) described below issued by you has (have) been returned to us unpaid:

Check date: _____

Check number: _____

Originating institution: _____

Amount: _____

Reason for dishonor (marked on check): _____

In accordance with Section 7-15-1, Utah Code Annotated, you are required to pay XYZ CORPORATION the full amount of this check, plus a service charge of \$20, the total amount due being \$_____. If you do not pay XYZ CORPORATION this amount within 15 calendar days from the day on which this notice was mailed, you are required to pay within 30 calendar days from the day on which this notice is mailed:

- (1) The check amount;
- (2) The \$20 service charge; and
- (3) Collection costs not to exceed \$20;
- (4) The total amount being \$_____.

If you do not pay the check amount, the \$20 service charge, and the collection costs within 30 calendar days from the day on which this notice is mailed, in accordance with Section 7-15-1, Utah Code Annotated, an appropriate civil legal action may be filed against you for:

- (1) The check amount;
- (2) Interest;
- (3) Court costs;
- (4) Attorneys' fees;
- (5) Actual costs of collection as provided by law; and
- (6) Damages in an amount equal to the greater of \$100 or triple the check amount, except that damages recovered may not exceed the check amount by more than \$500. In addition, the criminal code provides that any person who issues or passes a check for the payment of money, for the purpose of obtaining from any person,

firm, partnership, or corporation, any money, property, or other thing of value or paying for any services, wages, salary, labor, or rent, knowing it will not be paid by the drawee and payment is refused by the drawee, is guilty of issuing a bad check.

The civil action referred to in this notice does not preclude the right to prosecute under the criminal code of the state.

Sincerely,

(Signed) _____

[YOUR NAME]

[YOUR TITLE]

[XYZ CORPORATION]

[ADDRESS]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

