

## CHECK ACCEPTANCE CHECKLIST

- Record or circle the identification number (DL # D-123-123-123-123)
- Have employee initial upper left corner
- Record home or work telephone number
- Record date of birth (i.e. DOB 1/29/72)
- Make sure photo on identification card matches customer
- Make sure the identification card matches name and address on the check
- Check the signatures on the identification card and match this signature to the signature on the check (endorsement line). If these signatures do not match, acceptance should be declined.

The following signage is required by Minnesota law to allow merchants to enforce collection of service charges and civil penalties. This must be posted where your customers can see the service charge at the time the check is accepted by the merchant. Copy as needed.

**IT'S AGAINST THE LAW TO WRITE A BAD  
CHECK IN MINNESOTA**

**Checks returned to us for nonpayment  
are subject to a service charge of**

**\$30**

**Additional civil penalty may be imposed  
on checks returned for nonpayment after 30 days.**

**MN Statute 604.113**

**Minnesota Retail Merchants**