

## Instructions for Completing a Claim Form

1. **Based on the type of check fraud, please see below for required documents.**
2. **All paperwork and required documents must be completed and submitted to your local Hometown Bank branch.**
3. **Branch must send original paperwork to the Adjustment Department R. C. 668.**

### **Maker's Signature Forged**

- 1) Affidavit of Forgery submitted by the Maker, Notarized
- 2) Copy of Original checks
- 3) Police Report
- 4) Close account or statement claiming responsibility

### **Endorsement Forged**

- 1) Affidavit of Forgery submitted by the Payee, Notarized
- 2) Copy of Original checks

### **Check Amount Altered**

- 1) Affidavit of Forgery submitted by the Maker, Notarized
- 2) Copy of Original checks

### **Payee Name Altered**

- 1) Affidavit of Forgery submitted by the Maker, Notarized
- 2) Copy of Original checks

### **Unauthorized Check Draft**

- 1) Affidavit of Forgery submitted by the Maker, Notarized
- 2) Copy of Original checks or copy
- 3) Close account or statement claiming responsibility

### **Unauthorized Over the Counter Withdrawal**

- 1) Affidavit of Forgery submitted by the Maker, Notarized
- 2) Copy of Original checks
- 3) Police Report (optional)
- 4) Close Account

### **Missing Endorsement or Improper Endorsement**

- 1) Affidavit of Forgery submitted by the Maker, Notarized
- 2) Copy of Original checks
- 3) Statement from Payee (optional)

### **Counterfeit Check**

- 1) Affidavit of Forgery submitted by the Maker, Notarized
- 2) Copy of counterfeit checks
- 3) Police Report (optional)
- 4) Close account (or statement of responsibility in writing)

CHECK AFFIDAVIT  
Hometown Bank

Claimant Name: _____
Current Address: _____
State: _____ Zip: _____ Home Phone: _____
Account Number: _____

**Please Note:** You may complete more than one section if an item has been misused in more than one way (i.e., if someone altered the payee's name and altered the amount) However, A separate affidavit "Page 2" must be completed for **EACH ITEM**.

- **Makers Signature Forged**

The maker's signature of \_\_\_\_\_ on the Item above, and examined by me, is a forgery. I did not sign the Item nor did I authorize any other person to sign my name on the Item.  
\_\_\_\_\_(Initial here)

- **Endorsement Forged**

The endorsement of \_\_\_\_\_ on the Item above, and examined by me, is a forgery. I did not endorse the Item nor did I authorize any other person to endorse the Item on my behalf.  
\_\_\_\_\_(Initial here)

- **Check Amount Altered**

The amount of the above Item was altered from the original amount of \$ \_\_\_\_\_ to \$ \_\_\_\_\_. I did not alter the amount of the Item nor did I authorize the altering. I received no benefit from the altered Item in excess of the original amount, nor was any part of the excess amount applied to any use or purpose on my behalf.  
\_\_\_\_\_(Initial here)

- **Payee Name Altered**

The payee's name on the above described Item has been changed. This was originally made payable to \_\_\_\_\_ and was altered to make payable to \_\_\_\_\_. I did not alter the payee's name nor did I authorize the alteration.  
\_\_\_\_\_(Initial here)

- **Unauthorized Check Draft**

I did not authorize a draft on my account for the Item listed above.  
\_\_\_\_\_(Initial here) (Each account holder must sign if this claim is made)

- **Unauthorized Over the Counter Withdrawal**

The signature of \_\_\_\_\_ on the withdrawal slip(s), examined by me is a forgery. I did not sign the withdrawal slip(s) nor did I authorize any other person to sign my name to withdrawal funds from the account.  
\_\_\_\_\_(Initial here)

- **Missing Endorsement or Improper Endorsement**

The Payee on the above-described Item did not receive the funds nor benefit from the Item.  
\_\_\_\_\_(Initial here)

- **Counterfeit Check** (submitted by maker)

The following check bearing my account information is a replication that was not issued by me.  
\_\_\_\_\_(Initial here)



I/We swear that the above statement made on \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_ is true.

I/We hereby request that the bank provide my designee, or the appropriate law enforcement agency copies of all documentation and records or other information in writing or otherwise with respect to my account(s) for the period of \_\_\_\_\_ through and including \_\_\_\_\_ .

I/We further depose and say the following:

I/We promise to testify or certify to the truth of all applicable statements in this affidavit in any case now pending or which may occur regarding the facts giving rise to this affidavit.  
I/We understand that Hometown Bank reserves the right to delay paying immediate restitution to me until it has completed its investigation, and in certain circumstances may withhold reimbursement subject to its receipt of a police report.

Claimant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Joint Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

**TO BE USED BY A NOTARY PUBLIC**

State of \_\_\_\_\_

SS \_\_\_\_\_ (Town/City)

County of \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

\_\_\_\_\_  
Notary Public's Signature

My commission expires \_\_\_\_\_ (Notary Seal)

**NOTICE CONCERNING DEFRAUDING THE BANK**  
Under Federal Law (18 U.S.C. 1433), it is a crime to knowingly defraud or attempt to defraud a financial institution.  
Any person committing this crime may be fined up to \$1,000,000.00, or imprisoned for not more than 20 years, or both.

**I have read the above statement and understand that a false claim is a serious offense.**

\_\_\_\_\_  
(Signature)

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