



FREE PREPARATION CHECKLIST

Cheque Bounce Checklist

Keep the cheque, return memo, notice, service record, transaction documents and key dates together for review.

PRACTICE AREA	LAST REVIEWED	FORMAT
Cheque Bounce	25 August 2026	Text guide 1 page

Use this checklist to organise information before deciding on your next step. You do not need every item to start a conversation.

- ☐ Original cheque details and the bank return memo
- ☐ The transaction, invoice, loan or other liability record
- ☐ Demand notice and proof of dispatch or service
- ☐ Payment history, messages and settlement discussions
- ☐ Dates of presentation, return, notice and any response
- ☐ Questions about the debt, notice, service or proposed next step

PRIVACY AND SCOPE

This checklist is general information only and is not a complete list of required documents. Requirements vary by facts, jurisdiction and current law. Keep original files safe and share confidential material only through an appropriate channel when requested.