

## **HANDLING OF COUNTERFEIT BILLS**

**City of Chesapeake Treasurer's Office  
Barbara O. Carraway, Treasurer**

It is the policy of the City of Chesapeake Treasurer's Office to check all bills in denominations of \$5.00 or higher for authenticity.

**Each bill is to be marked with a counterfeit detector pen while the customer is still present. If the mark is dark (black), the bill is believed to be counterfeit. If the mark is light (yellowish brown), it passes this test.**

The following are other methods that can be used to detect authenticity. One or all of these methods should be used, at a minimum, on two bills in any one transaction.

1. There is a second face to the right of the face on the front of the new bills. You can see this second face by holding the bill up to the light.
2. All bills, old and new, of denominations higher than \$20.00 have a tab woven into the bill across the left end that reads "USA TWENTY" etc. Holding the bill up to the light makes it easier to see.
3. All bills except one dollar denominations have a different style number in each of the four corners on the front of the bill. For instance, a five-dollar bill will have the number 5 in each corner and each will have a different font, style, color etc. If all four numbers are the same, it is counterfeit.

If it is determined that a bill may be counterfeit, **do not accept as payment**. Instruct the individual to contact their bank or place where the cash was obtained.

Each department is responsible for purchasing their own supply of counterfeit detector pens. It is also the responsibility of each department to ensure employees are aware of policy set forth by the Treasurer's office and the tests used to detect counterfeit bills. If a debit memo is received from the bank due to a counterfeit bill, it will be charged to the department that processed the counterfeit bill.