

RETURN CHECK POLICY

The City of McIntyre accepts checks as a form of payment from citizens. From time to time, the City will have the checks of citizens returned from financial institutions for various reasons. As a result, the City is desirous of establishing a policy for the handling of checks returned by financial institutions. The policy for the handling of returned checks shall be as follows, to-wit:

- (1) If possible, the individual issuing the returned check shall be telephoned within twenty four business hours of the City's receipt of the returned check.
- (2) If a telephone number is not available for the above referenced call, the individual issuing the returned check shall be written a letter within twenty four business hours of the City's receipt of the returned check.
- (3) However notified, the individual issuing the returned check shall be informed that they have ten days to pick up the returned check from the City.
- (4) An individual picking up a returned check from the City shall do so with cash money or a money order.
- (5) If the returned check is not picked up within ten days, the service rendered by the City for which the check was given shall be terminated.
- (6) Upon the issuance of a second returned check, the citizen issuing the returned check shall be charged a returned check fee in the amount of \$30.00 or such other fee as may be prescribed by law.
- (7) If the City has received three returned checks from the same individual or entity, then the City shall no longer accept checks as a form of payment from the individual or entity having issued the returned checks.

2014.

THIS POLICY is adopted on the 5th day of May 2014.


MAYOR


CLERK