

Title of Policy:	<b>Returned Check / Bank Draft Policy</b>	<b><u>Pg 1</u></b>
Approval Date:	<b><u>MARCH 3, 2023</u></b>	
Revision Date:		

## Policy Statement

If a Customer check/draft is returned to the Village of Norris City by a financial institution for any reason, the maximum fee set of \$35.00 will be added to the amount due. The Village of Norris City will make an effort to notify the Customer that the check/draft was returned unpaid and is being held.

The customer may be required to make payment by cashier's check, money order or cash at the discretion of the Village of Norris City. Payment must be within seven (7) days of such notice. If no response is received from the Customer or the Village of Norris City is unable to contact the Customer within seven (7) days, the Customer's account will be subject to any penalties due and be subject to the Village of Norris City's cut-off policy if payment is not received.

*When any check, draft, or order is not paid by the drawee because the maker or drawer did not have an account with or sufficient funds on deposit with the financial institution, or the draft, check, or order has an incorrect or insufficient signature thereon, the payee of such check, draft, or order is authorized to assess a handling charge against such maker or drawer in an amount not to exceed thirty dollars (\$35.00).*

Any customer whose check/draft is returned unpaid two (2) billing cycles within a 12 month period, the Village of Norris City will no longer accept a check presented for payment of any Utility bill, fee or charge, and payment must be made by money order, cashier's check or by cash. It will be the discretion of the Village of Norris City to determine if or when a customer may be allowed to remit a check as payment.