

# MCS Noble PTA

## RETURNED CHECK POLICY

(Effective August 10, 2011)

We truly appreciate the tremendous financial support that is given by our units, community partners, and parents. We understand that occasionally people run into circumstances that result in a returned check or financial hardships which make it difficult to pay their debts.

NHC Council of PTAs considers NSF checks a serious matter and will take the necessary steps to collect all funds owed to the Council for all activities and events. The procedures outlined below will be used to collect outstanding funds on NSF checks.

### **Initial NSF notice from banking institution:**

1. The check writer will be notified by phone or email if available that a returned check has been received. The check writer will need to return the call or reply to the email within 3 days to make arrangements for payment of the returned check amount plus applicable fees.
2. If contact has not been made within 14 days, an invoice will be sent via "certified mail" to the check writer for the amount of the check plus applicable fees plus cost of certified letter.
3. Immediate payment will be expected.
  - a) Payment to be given to any Council Executive Committee Member
  - b) A Money Order can be mailed to the Council TreasurerOr given to one of the Executive Committee Members.
4. If the check writer has had more than one NSF or Returned Check to the Council, the check writer's name will be placed on the NSF list and will be provided to all committees that receive check payments. Until the NSF check balance is paid in full, these names will remain on the list and the Council will not accept a check for payment for any activity or event.

After 30 days if no response has been received, additional steps including legal action may be taken to receive full payment (see below):

1. Aggressive steps will be taken up to and including contacting an ATTORNEY and/or COLLECTION AGENCY in order to resolve the NSF issue.

NSF Checks and NC Law

Criminal Penalties

Amounts greater than \$50: \$500 fine or up to 6 months in jail.

Amounts less than \$50: \$50 fine or up to 30 days in jail.

Check drawn on non-existent account: Fine not to exceed \$1,000 or imprisonment for not more than 2 years or both.

Check drawn on account closed by drawer prior to time check drawn: Fine not to exceed \$400 or imprisonment for not more than 5 months or both.

**Civil Penalties**

30 days after written demand, lesser of \$500 or treble (3x) amount owing on check, but not less than \$100.

Thanks again for your support,

**MCS Noble PTA**