

NON-SUFFICIENT FUNDS RETURNED CHECK POLICY

PURPOSE: The problem of account customers passing checks to pay delinquent taxes that are returned for non-sufficient funds (NSF) on multiple occasions has increased significantly creating additional financial and administrative burdens. This policy seeks to reduce the occurrence of this problem in a fair and non-discriminatory manner.

POLICY: This policy shall apply to any person paying delinquent taxes and/or associated costs with a check in which the check is returned NSF by a financial institution two (2) times in any twelve (12) month period. Upon the occurrence of a second NSF check returned by a financial institution within a twelve-month period, the account customer will not be permitted to pay the delinquent taxes and/or associated costs by check for twelve (12) months; only cash, or certified bank check, or money order, or if the Tax Claim Bureau ever elects to accept payment by credit card, payment by credit card, will be accepted. *A charge of \$30.00 will be assessed to the person any time a check has been presented for payment and the check has been returned by a financial institution for any reason, such fee to be added to the docket for the delinquent taxes that were attempted to be paid by such NSF check. This fee is subject to modification by separate resolution.*

NOTICE: Upon the first occurrence of a check being returned NSF by the financial institution, written notice of the return of the NSF check shall be provided to the person, which notice shall include a notice that if a check is returned NSF by the financial institution again within the next twelve (12) months, the person will be prohibited from paying with a check for the next twelve (12) months. Upon the second occurrence of the same in any twelve-month period, written notice of the return of the NSF check shall be provided to the person, which notice shall include a notice that the person is prohibited from paying with a check for the next twelve (12) months.

NSF LIST: The Tax Claim Bureau shall maintain a list of persons who have passed an NSF check along with the date the NSF check was returned in order to track the twelve-month period in which if another NSF check is returned the person will be prohibited from paying with a check for the next twelve (12) months. Additionally, the Tax Claim Bureau shall maintain a list of persons who have passed two (2) NSF checks in any twelve-month period along with the date the second NSF check was returned in order to track the twelve-month period in which the person is prohibited from paying with a check for the next twelve (12) months.

“Person” includes an individual, individuals, partnership (of any kind), limited liability company, corporation, trust or any other entity capable of being registered with a governmental entity.

EFFECTIVE DATE: This policy is effective as of January 1, 2022.