

## Operational Services

### Administrative procedures - Insufficient Fund Checks

The following will occur whenever any individual writes a check to the District which is not honored upon presentation to the respective bank or other depository institution for any reason:

1. The Chief Business Official or a designee will contact the individual by telephone as soon as the check is returned to the District. The individual shall be asked to pay the returned check and may be asked to pay a \$25 returned check fee. **Note:** Some banks have increased return check fees to \$27-\$35, but 810 ILCS 5/3-806 continues to state \$25. Consult with the Board Attorney about increasing the return check fee amount.
2. If the amount due is not paid after initial contact, the Chief Business Official or a designee will send a letter by certified mail, return receipt requested, demanding payment within 30 days of mailing the letter, and shall include notice of liability for the costs and expenses. A written demand is necessary to become eligible for any costs and expenses in excess of the amount of the \$25.00 collection fee 810 ILCS 5/3-806.
3. If the amount due is not paid within 30 days of mailing the demand letter, the Chief Business Official or a designee will contact the Board attorney to discuss further collection action. The returned check amount and returned check fee must be paid by cash or money order.

Revised: October 15, 2019

