

**(School District)**

# Memo

**TO:**

**FROM:**

**DATE:**

**RE: Non Sufficient Funds (NSF) Charges**

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Due to increasing bank charges, a fee of **(\$ Amount)** will be assessed for any check or **accumulation of checks** written for **(\$ Amount) or more** and returned to us due to Non Sufficient Funds (NSF). Checks (including accumulation of checks) in the amount of **(\$ Amount) or less** will be redeposit. If the check or checks are returned as NSF again, a fee of **(\$ Amount)** will be assessed.

The new procedures:

**A returned check (or accumulation of checks) totaling (\$ Amount) or less:**

Redeposit – no fee will be assessed if the check clears.

If the check returns as NSF, we will send a letter, along with a copy of the check, requesting payment for the amount of the check plus a **(\$ Amount)** service fee.

**A returned check (or accumulation of checks) totaling (\$ Amount) & over:**

We will immediately send a letter, along with a copy of the check, requesting payment for the amount of the check plus an additional **(\$ Amount)** for the service fee.

Please remember that for every letter that is sent out, we will verify that payment is received.

If you have any questions or concerns please telephone me at (Area Code) (Phone Number).

(Designated Business Office Personnel)

(Title)