

It is the policy of this Council to assess a penalty in the amount of \$25 for insufficient funds when a check is returned to the Council.

A letter from the Accounting Specialist is issued to inform the submitter of the returned check advising them another form of payment (money order, cashier's check, or credit card) including the \$25 should be submitted.

In addition, if the returned check was received after the posted registration date, late fees will be applied.

In the event the Council's bank tried to deposit the check a second time before returning the check, an invoice will be issued for the additional penalty.