

Southwest Middle School PTSA Returned Check Policy

Southwest Middle School PTSA considers NSF checks (non-sufficient funds or returned checks) a serious matter and will take the necessary steps to collect all funds owed to the PTSA for all purchases, activities and events. The procedures outlined below will be used to collect outstanding debts on NSF checks.

Initial NSF notice from banking institution:

1. The check writer will be notified by phone that a returned check has been received. The check writer will need to return the call within 3 days to make arrangements for payment of the returned check amount plus applicable bank and processing fees, currently \$25.
2. If contact has not been made within 3 days, an invoice will be sent via “certified mail” to the check writer for the amount of the check plus applicable bank and processing fees, currently \$25.
3. Immediate payment will be expected in the form of cash or money order.
 - a. Cash MUST be:
 - i. Delivered to the school office in a sealed envelope addressed to PTSA Treasurer, or
 - ii. Arrangements made with the PTSA Treasurer for delivery.
 - b. Money Orders MUST be:
 - i. Mailed to Southwest Middle School PTSA, Attn: Treasurer, 13624 Steele Creek Road. Charlotte NC 28273, or
 - ii. Delivered to the school office in a sealed envelope addressed to PTSA Treasurer, or
 - iii. Arrangements made with the PTSA Treasurer for delivery.
4. The check writer’s name will be placed on an NSF list, which will be provided to all Southwest Middle PTSA committees that receive check payments. Until the NSF check balance is paid in full, the check writer’s name will remain on the list, and the PTSA will not accept a check from the check writer for payment for any purchases or for any activity or event.
5. After a second NSF check from the check writer, the check writer’s name will be placed on a No Checks list, which will be provided to all Southwest Middle School Middle PTSA committees that receive check payments, and the PTSA will not accept any further checks from the check writer for payment for any purchases or for any activity or event.

After 30 days of non-payment:

Aggressive steps will be taken up to and including contacting an attorney and/or collection agency in order to resolve the NSF issue. The information below recaps the penalties for non-payment of NSF checks.

NSF Checks and North Carolina 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 (3 times) amount owing on check, but not less than \$100.

Approved by Southwest Middle School PTSA Executive Board on August 5, 2012