

Ronald Reagan Home and School Association Policy for Checks Returned from the Bank

FIRST RETURNED CHECK

- Upon receipt of notice from the Bank, First Letter for First Returned Check, along with a copy of the bank statement and returned check, will be sent via US Mail to the issuer asking for a replacement check to be sent within 10 days of the date of the letter.
- If a replacement check is not received by the requested date, Second Letter for First Returned Check will be sent via US Mail asking for a replacement check to be sent within 10 days of the date of the letter. Included in this letter is notice that check writing privileges will be temporarily suspended until the outstanding amount is paid.
- If a replacement check is not received by the second requested date, Third Letter for First Returned Check will be sent via Certified Mail and check writing privileges will be suspended until the check is received. A notice will be sent to all committee chairs notifying them not to accept personal checks until further notice. If a replacement check is received, committee chairs will be notified that check writing privileges are reinstated.

SECOND RETURNED CHECK

- Upon receipt of notice from the Bank, First Letter for Second Returned Check, along with a copy of the bank statement and returned check, will be sent via US Mail to the issuer asking for a replacement check to be sent within 10 days of the date of the letter. Included in this letter is notice to the issuer that if a third check is returned, their check writing privileges will be permanently revoked.
- If a replacement check is not received by the requested date, Second Letter for Second Returned Check will be sent via US Mail asking for a replacement check to be sent within 10 days of the date of the letter. Included in this letter is notice that check writing privileges will be temporarily suspended until the outstanding amount is paid.
- If a replacement check is not received by the second requested date, Third Letter for Third Returned Check will be sent via Certified Mail and check writing privileges will be suspended until check is received. A notice will be sent to all committee chairs notifying them not to accept personal checks until further notice. If a replacement check is received, committee chairs will be notified that check writing privileges are reinstated.

THIRD RETURNED CHECK

- Upon receipt of notice from the Bank, First Letter for Third Returned Check, along with a copy of the bank statement and returned check, will be sent via US Mail to the issuer asking for a cashier's check to be sent within 10 days of the date of the letter. Included in this letter is official notice that check writing privileges are permanently revoked. A notice will be sent to all committee chairs notifying them not to accept personal checks from the issuer.
- If a cashier's check is not received by the requested date, Second Letter for Third Returned Check will be sent via US Mail asking for a replacement check to be sent within 10 days of the date of the letter.
- If a cashier's check is not received by the second requested date, Third Letter for Third Returned Check will be sent via Certified Mail.

This policy was approved by the Home and School Executive Board on January 22, 2015.