

Returned Check Process

1. When notice and copy of check is received, a letter is sent to the payer indicating a check was returned to the District. We include a copy of the returned check. The District requests payment to be made in the District Office in cash or with a money order within 10 days. The District does offer to set up a payment plan. In the letter, it is indicated that after 10 days, the District will add a fee of \$10.00 per check.
2. After 10 days have passed, a 2nd Notice Letter is sent. The District requests payment again within 10 days with the additional \$10.00 per check included.
3. After an additional 10 days the District sends the 3rd and final notice. This letter indicates that their account will now be turned over to collections where additional fees may apply.
4. We work with Advantage Collections Agency to keep them updated and current.