



## **BONDURANT COMMUNITY LIBRARY RETURNED CHECK POLICY**

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Payment of library fees may be made with cash, check, money order, credit card, or online through the City of Bondurant's online payment system. Checks must be made payable to the Bondurant Community Library.

No two-party or payroll checks may be accepted.

All checks/ACH transactions (referred to as check) returned unpaid by the bank will be assessed a processing fee of \$30.00 for each check in addition to the debt.

The Library Director will contact the maker to collect funds plus a \$30.00 processing fee. Checks returned as "insufficient" or "uncollected funds" will not be presented a second time, as to avoid a second \$30.00 processing fee to the maker.

A \$30.00 processing fee will still be charged if the maker says it was the bank's error.

If the maker has a history of 3 returned checks in the past 12 months, payment, including a processing fee, must be made in cash or money order.

When payment is received, the Library may issue a new receipt and include that payment in normal deposit procedure.

If the Library is unable to collect within a reasonable amount of time (30 days from the date of the return), the debt may be referred to a collection agency, credit reporting company, or the State of Iowa Income Offset website.

The Library reserves the right to refuse personal checks of any patron who previously has had checks returned.

Adopted: 11/2017

Reviewed: 7/2019, 3/2021