



Section 4 Return Check Procedure

- 4.1 Returned check documentation from the bank is forwarded to the Finance Director.
- 4.2 The Finance Director updates the Returned Check Log to include the following information:
 - 4.2.1 Customer Name
 - 4.2.2 Check Number
 - 4.2.3 Amount
 - 4.2.4 Date check was returned
 - 4.2.5 Reason for return
- 4.3 The Finance Director will assign the next consecutive number on the Return Check Log and write it on the returned check documentation, along with the department that originally received the check. Copies of the return check documentation will then be distributed as follows:
 - 4.3.1 One copy to the Treasurer
 - 4.3.2 One copy to the department that originally received the check.
 - 4.3.3 One copy stays with the Finance Office.
- 4.4 The Department Head will notify the Finance Office what the original payment was for (motor vehicle registrations, taxes, disposal of demo materials, copies of reports, etc.).
- 4.5 The Finance Office will record the reversal of the revenue in the General Ledger.
- 4.6 The Finance Director contacts the customer by mail and gives 2 weeks to make payment, plus a \$25.00 penalty. Replacement payment must be in the form of a bank check, money order, or cash. A copy of this notice is forwarded to the Department Head to await repayment.
- 4.7 If there is no response from the original contact, a certified letter is sent giving an additional 2 weeks for repayment and notification that the certified mailing fees will be added to the penalty amount. A copy of this notice is forwarded to the Department Head to await repayment.
- 4.8 If there is no response to the certified letter, the check is turned over to the Northwood Police Department for collection.
- 4.9 When payment is made, a separate, single deposit will be processed. The affected accounts in the General Ledger will be credited. Any penalty amounts received will be recorded in a separate revenue account.
- 4.10 The Department notifies the Treasurer and the Finance Office the check has been satisfied. The Finance Director updates the Return Check Log with the date the check was repaid.

Adopted by vote of the Board of Selectmen on this date, the 11th day of May, 2021.


Hal Kreider (May 12, 2021 09:01 EDT)

Hal Kreider, Chairman


Matthew Frye (May 12, 2021 08:16 EDT)


Matthew Frye, Vice Chair


Beth Boudreau (May 12, 2021 07:58 EDT)

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Timothy Colby (May 12, 2021 18:28 EDT)

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Pamela Sanderson (May 12, 2021 09:06 EDT)

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