

## Returned Check Fee

**Purpose:** It is the purpose of the City of Zearing Returned Check Fee Policy to establish a fee to recoup costs associated with processing a returned check.

### **GENERAL PROVISIONS:**

1. It shall be the policy of the City of Zearing to assess a \$15.00 fee to any and all checks returned to the City by the bank for any reason.
2. The fee shall be added to every check that is returned by the bank.
3. The fee shall automatically be added to the total amount due to the City.
4. The fee shall not replace any other fees or penalties that may be added for other purposes (ex. Utility late penalty, turn on water, etc.) but in addition to those fees or penalties.
5. If payee has two returned checks within 6 months, following payment must be made in cash or cashier's check for a minimum of 6 months.