

# **Barbers Hill Independent School District**

## **Insufficient Check Collection Procedures**

1. NSF checks are re-deposited when the Business Office receives them from the bank. If possible they will be re-deposited on Fridays, the 15<sup>th</sup> or 30<sup>th</sup> of the month.
2. If the check is returned for a second time, the Skyward account will be reduced by the amount of the NSF check.
3. A copy of the check and the information form from the business office are sent to the Campus. The Campus Principal or Designee shall contact the parent (or High School student) by phone AND the District's Demand Letter. The check PLUS a \$25 fee should be requested in the form of CASH, CASHIER'S CHECK or MONEY ORDER. **The payment will be accepted in the Tax Office of the Administration Building.**
4. After ten (10) days from the date of the initial contact from 3 above, if the parent has not paid, the Principal or Designee shall follow up with the District's Notice of Intent to File Suit. Please send this letter Certified. A copy of ALL letters should be kept with the items from 2 above.
5. After fifteen (15) days from the date of the District's Certified Letter noted in 4 above, if the parent has not paid, the Principal or Designee shall notify Beth Dodd at the Business Office. Please send Beth all documentation including a phone number for the parent. We will proceed with filing suit with the Justice of the Peace after all supporting documents have been provided.
6. When the check and \$25 fee are collected by the Tax Office, the money will be deposited back into the original Skyward account noted in 2 above. The fee will be deposited to offset the bank's NSF fees charged to the District.
7. If a parent(s) has written **three or more** NSF checks to your campus, the Principal or Supervisor shall no longer accept checks from that parent.