

Procedure for Returned Checks (NSF)

November 1, 2003

Updated December 10, 2004

1 CFB ISD would like to introduce CheckSmart (a collection agency)

CheckSmart
Telephone: (888) 851-6634

2 A CheckSmart decal will be placed at your school/department by the CFB ISD Security Department

3 Where it is reasonable to do so, to aid in the collection of checks should they be deemed non-sufficient at the bank, please include the following information on every check you accept for payment:

* Telephone number written on the check

* Physical address

* Driver's license number or social security number

(Please note: with the real possibility of identity theft, some people who write checks to the district that they are going to mail to us via the U.S. mail may not wish to include their driver's license number or their social security number on their check. If that is the case, then please accept the checks without this information. i.e. use your common sense, collect this information when it is reasonable to do so, but do not demand.)

* Business Check (such as a Company check instead of a personal check)
proper ID of person signing the check

4 You **MUST** use your new endorsement bank stamp on **every** check

5 You will **not** collect on any NSF checks - if someone has been notified by CheckSmart that they owe money, you must refer them to CheckSmart

6 Replacement ink pads for your endorsement stamp can be purchased at P&E Printing

7 If appropriate, additional more-detailed instructions will be given to your Campus/Department Business Office

8 For any other questions, please call the Business Office.