

**TOWN OF MARSHALL**

**POLICY**

**Title: N.S.F. Cheque Charges**

EFFECTIVE DATE: April 16, 2015

AMENDED:

**POLICY STATEMENT:**

That anyone writing a cheque to the Town that is returned unpaid by the bank be subject to a \$20.00 charge, plus any additional bank fees that may be incurred.

PROCEDURE: The Administrator ensures that the N.S.F. charge is added to the amount of the N.S.F. cheque and the full amount be paid in cash, money order, certified cheque or online.

**PURPOSE:**

To cover the administrative costs and bank fees.

**DEFINITION:**