



SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS

DISHONORED CHECKS PROCEDURES

I. PURPOSE

The Sumter County Board of County Commissioners Dishonored Checks policy describes the procedures and service charges the County must follow when notified by the bank that a check has been dishonored.

II. POLICY

The Sumter County Board of County Commissioners follows Florida Statute 68.065 (attached) to collect worthless checks, drafts, or orders of payment; attorney's fees and collection costs. A copy of the State statute is attached. Pursuant to Florida law, the customer has 30 days from receipt of notice to tender payment of the full amount of the check plus a service charge as follows:

- \$25 if the face value does not exceed \$50
- \$30 if the face value does exceed \$50, but does not exceed \$300
- \$40 if the face value exceeds \$300, or 5% of the face amount of the check, whichever is greater

III. PROCEDURE

When the County receives notice from the bank that a check has been dishonored, the notice will be forwarded to the Financial Services Department and reviewed with the Assistant County Administrator or County Administrator. A letter (attached example) will be generated by the Financial Services Department and sent via Certified US Mail to the maker of the check. If the check and applicable service charge is not paid within 30 days, a second notice is sent. If payment is not received, then it is at the County Administrator's discretion to turn the account over to an attorney for legal action.

SUMTER COUNTY RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF SUMTER COUNTY, FLORIDA, ADOPTING A FEE SCHEDULE FOR SERVICE CHARGES RELATED TO CHECKS RETURNED FOR INSUFFICIENT FUNDS AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners is the governing body in and for Sumter County, and

WHEREAS, the Board of County Commissioners wishes to adopt a fee schedule, consistent with Florida Statutes, regarding service charges resulting from the receipt and handling of "bad checks" (checks for which there are insufficient funds) by the County.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF SUMTER COUNTY, that:

Section 1

The following service charge fee schedule for bad checks is adopted:

\$25 if the face value of the bad check does not exceed \$50.00.

\$30 if the face value of the bad check exceeds \$50.00, up to \$300.00.

\$40.00 if the face value of the bad check exceeds \$300.00, or 5% of the face value of the check, whichever is greater.

Section 2

This Resolution shall take effect upon the date enumerated below.

DONE AND ORDAINED this _____ day of _____
2010, at Bushnell, Sumter County, Florida.

ATTEST: GLORIA HAYWARD BOARD OF COUNTY COMMISSIONERS
Clerk of the Circuit Court OF SUMTER COUNTY, FLORIDA

By: _____
Deputy Clerk

By: _____
Doug Gilpin, Chairman