



CITY OF CORNER BROOK

Policy Statement

Index	Finance & Administration		Section	Payments and Approvals		
Title	NSF Payments and Cheques Accepted by Cashier - 2020		Policy Number	11-05-03	Authority	Council
Approval Date	13 January 2020	Effective Date	27 June 01	Revision Date	13 January 2020	

Purpose:

To outline the fees for NSF payments.

- To establish guidelines regarding acceptance of payments by Cashiers in Treasury Services.

Definitions:

NSF Payments: Non-Sufficient Fund payments including payments made by cheques, postdated cheques and pre-authorized payments.

Policy Statement:

NSF payments will be subject to an administrative fee \$25. After two NSF payments, future payments must be made in cash or by certified cheque.

Reference:

Approved: January 13, 2020 (20-011)

Approved: 01-100-4 (June 27, 2001)

Supercedes NSF Policy: 97-87- (July 02, 1997) CPS97-28

CPS97-32

CPS01-35 (b)

CC01-127.1

Memo: Chow to CAO (May 18, 2001)

Detailed Action Required:

Personal third-party cheques will be not accepted. Only Government or in-town company cheques may be accepted by the Cashier.

If a payment for a parking ticket is returned NSF, the individual will be notified in writing that they have seven days to pay the administrative fees and the outstanding ticket or the ticket will be sent to Court for the next Court date.

A list of those persons who have previously issued NSF payments will be provided to the Cashiers.

Any taxpayer who provided post-dated cheques in order to avoid water shut-off and the cheques are subsequently returned NSF, will be notified that the cheques will be returned and water will be shut off unless the cheque and administrative fees are covered within 7 days.

IN WITNESS WHEREOF, this policy is sealed with the Common Seal of the City of Comer Brook.



MAYOR



CITY CLERK