

## **ADMINISTRATIVE BULLETIN NO. 3**

*Revised: February 14, 2006*

### **SUBJECT: CHARGE FOR PERSONAL CHECKS RETURNED WITHOUT PAYMENT**

Government Code §6157 requires County offices to accept personal checks in certain circumstances in payment of obligations owing to the County. The statute also permits a reasonable additional charge, not to exceed the actual cost of processing the returned check for a personal check that is returned without payment for any reason.

The Board of Supervisors' approved returned check fee is \$35.00 effective on February 14, 2006. This fee is applicable to any department that does not have a returned check fee in their Board approved fee schedule. This charge is added to, and becomes part of, the original obligation to be collected by the affected department. The Treasurer-Tax Collector will continue to return unprocessed checks along with debit memos to the appropriate department, which will add all applicable check fees to the account balance.