

## **Check Writing Policy**

### **Shelby County School System**

Your check is welcome! The **Shelby County School System** recognizes that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by your bank. In order to recover these funds in a private and professional manner, the **Shelby County School System** has contracted with ***CHECKredi Payment Services***, for collection of returned checks.

Checks should be written on a commercially printed check with your name, address and contact telephone number. When a person writes a check to a school or the School System, he or she agrees that, if the check is returned for any reason, it may be presented electronically on the same account, and that the Service Fee for returned checks established by law, may be debited from the same account. If three or more checks from the same family are returned from the bank, SCHS will require cash or money order for any future payments.

If the check and fee are not collected electronically, ***CHECKredi*** will contact the check writer by mail and/or telephone to make payment arrangements. All payments and inquiries need to be made directly to ***CHECKredi*** by contacting them at 1-800-239-1222.