

POLICY CONCERNING UNCOLLECTIBLE CHECKS ISSUED TO THE TOWN OF AUBURN

In the course of conducting business with the general public, the Town of Auburn accepts personal and business checks as payment of various taxes, permit fees, licenses, special assessments or other municipal services.

The intent of this policy and the governing statute is to have the individual(s), business or other entity who issued such check cover the cost of collecting the debt that the uncollectible check was issued to pay.

Fees and Costs to be Covered:

When a check issued to the town for payment of taxes, permit fees, licenses, special assessments or other municipal services is returned to the town as uncollectible, the Town shall charge a fee of \$25 plus all protest, bank and legal fees incurred by the Town, in addition to the original amount of said check to the person who issued the check, pursuant to the provisions of RSA 80:56.

Payment for the check and the related fees and penalties shall be accepted in either cash, money order or a bank teller's check. Under no circumstances will the Town accept payment for the uncollectible check by personal or business check.

Notification Process:

If a check is returned to the town as uncollectible, immediate efforts will be made to contact the individual(s), business or other entity who issued the check to report the situation and make arrangements for it to be corrected. This contact can be by telephone, U.S. Mail and/or or by electronic (e-mail) communication.

Should 20 days pass from the date of the returned check being received by the Town, and the individual(s), business or other entity responsible for paying the tax or fee has not corrected the situation, and/or the Town has not been able to reach the individual(s), business or entity, the Town may turn the claim over to the Auburn Police Department for appropriate handling.

Should the returned check be for a Motor Vehicle Registration, after attempts to reach the individual(s), business or other entity are unsuccessful, the Town Clerk shall notify provide appropriate written notification to the individual(s), business or other entity that the N.H. Division of Motor Vehicles will be notified and an Administrative Complaint will be filed with the State of New Hampshire.

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Repeat Offenses:

In the event an individual(s), business or other entity paying various taxes, permit fees, licenses, special assessments or other municipal services to the Town makes two consecutive payments to the Town for which the checks are returned to the Town as uncollectible, or has three or more non-consecutive instances in a two-year period of issuing uncollectible checks to the Town ; the Town Clerk or the Town Administrator may make a determination to not accept future payments by check from the individual(s), business or other entity. If such a determination is made, written notice of the determination shall be provided to the affected individual(s), business or other entity.

Effective Date:

This policy shall take effect on February 1, 2013.

Adopted by the Board of Selectmen the 28th day of January, 2013.



Russell C. Sullivan



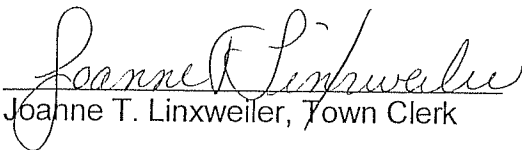
James F. Headd



Paul M. Raiche

AUBURN BOARD OF SELECTMEN

Received and recorded this 2 day of February, 2013



Joanne T. Linxweiler, Town Clerk