



Board of Directors

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August 2018

SHORELINE SCHOOL DISTRICT CHECK ACCEPTANCE PROCEDURES

Checks are a welcome form of payment at our schools and departments.

Our school district has established the following procedure for accepting checks. It must include your full and accurate name, current address, telephone number, and be written in English.

In the event the bank returns your check for non-payment such as Non-Sufficient Funds (NSF) or a Closed account, the District will assess a \$20.00 fee. The \$20.00 fee and face value of the check will create a fine against your student's account. When we receive the bank notice, you will be notified by the District's Accounting Office and will have two weeks to make your check good in our office.

If your check is returned for non-payment, the district has the right to no longer accept this form of payment for the remainder of the school year. Alternative forms of payment may be used, such as cash, a cashier's check, a money order or payment by credit card. We ask that ALL NSF and Closed Account payments are paid in the District's Accounting Office at the Shoreline Center, 18560 1st Ave NE (206-393-4101), and NOT at the school office or at the Children's Center.

The District Accounting Office will also accept VISA, MasterCard, and the Discover Card to cover the non-payment. You may call 206-393-4101 to make this payment over the telephone. We do not collect or store your credit card information and only the last 4 digits of your card number shows on the receipt. Once payment has been made, the fine will be removed from your student's account.

We will work with you, but if we haven't heard from you or payment hasn't been made in 2 weeks, the check(s) will be sent to Transworld, a private Collection Agency. Any charges associated with the Collection Agency will be the responsibility of the check writer.

Kind regards,

**Shirley Kamm
Accounting & Business Manager**