

ADMINISTRATIVE PROCEDURES



Procedure Number: 16-2

Effective Date: July 1, 2002

Revision Date: _____

C. D. Schubert
County Administrator

SUBJECT: FEE FOR CHECKS RETURNED FOR INSUFFICIENT FUNDS (NSF)

DEPARTMENT RESPONSIBLE: Pima County Treasurer

I. BACKGROUND:

On March 12, 2002, the Board of Supervisors, by Ordinance #2002-37, authorized a twenty-five dollar (\$25.00) fee for checks returned to Pima County for Insufficient Funds. Section 11-251.08(A) of the Arizona Revised Statutes authorizes the Board of Supervisors to adopt fee schedules for specific products and services Pima County provides to the public.

II. INTRODUCTION

Beginning July 1, 2002, a \$25.00 fee will be charged to the depositing department, or the taxpayer, for each NSF check returned to the Pima County Treasurer's Office. The fee will be transferred into the Treasurer's "Taxpayer Information Fund" to be used for the development of information technology.

III. PROCEDURES:

Currently, the Treasurer's Office receives all Pima County NSF checks from the bank courier at the deposit window, daily.

- The Treasurer's Office will call or e-mail the County departments with the information on the NSF check.
- Each department shall inform the Treasurer's Office of the individual in the department responsible for NSF checks (see Exhibit A).
- Each County department is responsible for preparing the NSF-related Negative Deposit Permit for the amount of the check and providing the fund/54499/center to be charged the \$25.00 fee with the use of a Cost Transfer. If this information is not provided timely, the Treasurer's Office will charge the department's administrative center. All NSF charges should be coded to Account 54499.
- Each County department is also responsible for collecting the \$25.00 fee from the issuer of the NSF check. Once the department has collected the \$25.00 NSF fee from the issuer, the fee should be deposited to the same fund/54499/center as the original expense charged on the above referenced cost transfer.
- All departments shall post a public notice stating that a \$25.00 fee shall be imposed for each check returned to Pima County for insufficient funds (see exhibit B).
- For NSF checks written to pay property taxes, the taxes will be returned to an unpaid status and the account will reflect the additional \$25.00 NSF fee.

PIMA COUNTY TREASURER'S OFFICE
INFORMATION FOR NSF CHECKS

Complete the following information and return to the Pima County Treasurer's Office:

Department _____ Effective Date _____

Person responsible for department's NSF checks: _____

Title: _____

Telephone Number _____ Fax Number _____

E-Mail Address _____

The Treasurer's Office will post a \$25 charge for returned checks to:

I hereby authorize the Pima County Treasurer's Office to charge \$25 to

Fund _____ Account 54499 Center _____

for returned checks.

Authorized Signature

Please resubmit this form to the Treasurer's Office anytime this information changes.

NOTICE:

BEGINNING JULY 1, 2002
A \$25.00 FEE SHALL BE CHARGED FOR
EACH RETURNED CHECK.

AUTHORIZED: COUNTY ORDINANCE #2002-37 ARS: SECTION 11-251.08(A)

Exhibit B