

**RETURNED CHECK CHARGE (6/10)
COLLECTION OF RETURNED CHECK (6/14)**

1. Returned checks will be mailed to the bookkeeper by the bank.
2. Upon receiving a telephone call from the bookkeeper notifying the Manager of a returned check, the Manager should:
 - a. Immediately begin collection efforts by delivery of a "3-day Notice for Returned Check".
 - b. Immediately post the returned check and returned check charge on the pegboard system.
3. At the time the collection is made, the late charge should be assessed. The Manager should then make a photocopy of the returned check and place it in the resident's file as a reference. The original returned check should then be given back to the resident for his/her personal record.